

Senior Researcher/Analyst - Temporary Agent (AD 8)

Senior Researcher/Analyst - Temporary Agent (AD 8)

Registration deadline **28th June 2010 at 22:00 Central European Time.**

The closing date for applications has been **extended to 12th September 2010 at 22:00 Central European Time.**

[Vacancy Notice](#)

The European Institute for Gender Equality (EIGE) [\[1\]](#) is republishing its call for applications with a view to establishing a reserve list for Temporary Agents for the post of Senior Researcher/Analyst.

The registration of applications will begin on 31st May 2010 and will close on 28th June 2010 at 22:00 Central European Time. The closing date for applications has been extended to 12th September 2010 at 22:00 Central European Time.

1. The role of the Institute

Based in Vilnius Lithuania, EIGE is a regulatory agency of the European Union (EU) entrusted with specific objectives related to the contribution and strengthening of gender equality promotion.

To achieve its goals, the Institute shall collect and analyse objective, comparable and reliable information at Community level and develop appropriate methodological tools for the integration of gender equality into all Community policies. EIGE shall equally foster the exchange of good practices and dialogue between stakeholders and raise EU citizen awareness of this policy area by providing technical assistance to the Community institutions, in particular the Commission, as well as the authorities of the Member States.

In the course of its work to promote and strengthen gender equality EIGE will also strive to eliminate gender discrimination.

More information can be found at <http://www.eige.europa.eu> .

2. The Job

2.1 Profile

The Senior Researcher/Analyst will lead the Team for gender-specific areas within the Operations Unit of the Institute. The jobholder will conduct gender and social policy analysis and research and will also coordinate the work in selected priority areas.

2.2 Duties

In addition to coordinating the work of the Team for gender-specific areas, the jobholder will be responsible for the following:

- collection and classification of research on gender equality,
- development of methods of gender analysis and research,
- planning and conducting surveys and research in co-operation with the Experts' Forum, advising the Institute on possible areas of research,
- preparation of reports and presentation of information in line with the Institute's work programme and the needs of its stakeholders,
- co-ordination of the liaison with the Experts' Forum and stakeholders,
- collection and processing of existing materials as well as the preparation of publications.

3. Qualifications and experience required

3.1 Eligibility Criteria

To be considered eligible for selection, an applicant must meet the following criteria by the closing date of this call:

General conditions:

- be a national of a Member state of the European Union,
- enjoy full rights as a citizen,
- have fulfilled any obligations imposed by the national laws concerning military service,
- be physically fit to perform duties [\[2\]](#).

Education

- hold a university degree [\[3\]](#) which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or;
- have a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years;

Experience:

- have at least nine years of proven work experience, following the award of a diploma [\[4\]](#),

Language skills:

Applicants are required to have a good command, both spoken and written, of at least two official EU languages.

3.2 Selection Criteria

Eligible candidates will be evaluated on the basis of the following criteria:

Essential:

- proven experience of conducting surveys and socio-economic research
- a thorough understanding of research methodologies, gender statistics and gender analysis methods, including gender impact assessment,
- proven record of work with statistical data, gender data bases as well as gender statistics and indicators,
- previous involvement in drafting and editing publications dealing with gender-related issues,
- fluency in English which is a predominant working language at the Institute,
- knowledge of gender budgeting methods,
- knowledge of EU policies related to gender equality,
- notable communications skills,
- computer literacy and familiarity with the most common electronic office tools (word processing, spreadsheets, power point, e-mail, internet etc.),
- interpersonal, organisational, administrative and problem solving abilities.

Advantageous:

- work experience in an international or European organisation,
- ability to work in a proactive and autonomous way,
- ability to manage priorities, work under pressure and meet tight deadlines,
- experience in working during a start-up phase of an organisation or project.

4. Application and Selection procedure

4.1 Selection procedure

The selection procedure includes the following steps:

- Only duly completed applications together with a completed Eligibility and Selection Criteria Grid, submitted electronically within the deadline, will be taken into consideration.
- Each duly completed application and Eligibility and Selection Criteria Grid will be examined with a view to establishing that a candidate meets all eligibility criteria.
- Eligible applications will be evaluated by the appointed Selection Committee based on selection criteria defined in this vacancy notice.
- The best-admissible candidates will be short-listed for interview.
- Due to large volume of applications, only candidates selected for the interviews will be contacted.
- Interviews will be held in English.
- During the interview session, the Selection Committee will examine the candidates' profiles and assess their relevancy for the post in question. On the day of the interview, candidates may also be required to undergo a competency assessment exercise.
- On the day of interview candidates will be requested to present originals and copies of documents detailing citizenship, studies and professional experience, in particular:
 - an identity card, passport or other official document specifying citizenship,
 - diploma/s certifying the required level of academic qualifications,
 - professional experience clearly indicating starting and finishing dates.

Copies of the above mentioned documents will be retained by the Institute;

- If at any stage of the procedure, it were established that any information in the application has been knowingly falsified, the candidate shall be disqualified from the selection process.
- Successful candidates will be included in a reserve list, which will be valid for 12 months. The validity of this list may be extended. Each candidate will be informed by letter whether or not s/he has been placed on the reserve list. However inclusion of candidates on the reserve list does not guarantee recruitment.
- The Director of the Institute will appoint the selected candidate from the reserve list.

The internal proceedings of the Selection Committee are strictly confidential and any contact with its members is strictly forbidden. Soliciting on behalf of an applicant can lead to immediate disqualification.

4.2 Submission of applications

For applications to be valid, applicants must complete an EIGE application form, available only in English and which is to be forwarded electronically to eige.hr@eige.europa.eu . The subject title should include the vacancy reference number. The subject title should include the vacancy reference number. An application form is available below.

Applicants are also required to complete an Eligibility and Selection Criteria Grid which is also available below.

Applicants are requested not to attach any supporting documents at this stage (e.g. copies of ID cards, diplomas, evidence of previous professional experience, etc). Only candidates invited to an interview will be asked to present copies of these documents for verification. Applications will not be returned to candidates but will be kept on the file by the Institute in line with its data protection guidelines.

The extended deadline for sending applications is 12th September 2010 by not later than 22:00 Central European Time. Incomplete applications and applications sent to EIGE after this deadline will not be considered.

Please note that the time period between the closing date for the submission of applications and the end of the process to short list candidates for the interview may take several weeks. Due to the large volume of applications, the Institute regrets that only candidates selected for the interviews will be contacted.

5. Conditions of employment

The place of employment shall be Vilnius Lithuania. The successful candidate will be offered a temporary agent's contract under Article 2 (a) of the Conditions of employment of other servants of the European Communities. S/he will be engaged at grade AD 8 and shall undergo a six month probation period. The duration of the initial contract will be five years and the initial contract may be renewed.

The pay of the Community temporary agents consists of the basic remuneration as well as various allowances^[5] depending on personal situation of the jobholder. For information, the current net basic salary of AD 8 weighted by the correction coefficient of 76,5% for Lithuania in 2010 is €3,541.83. The salary will be paid in the local currency: LTL.

All remuneration is subject to a Community tax at source. Deductions are also made for medical insurance, pension and unemployment insurance. Salaries are exempt from national taxation.

6. Independence and declarations of interest

The job holder will be required to enter into a commitment to act independently in the public interest and to make complete declarations of any direct or indirect interests that might be considered prejudicial to his or her independence. Candidates must confirm their willingness to do so in their application.

7. Equal opportunities

EIGE applies a policy of equal opportunities and accept applications without distinction on any grounds.

8. Protection of personal data

As the body responsible for organising the competition, the EIGE ensures that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

Personal data shall thus be processed solely for the purpose of the selection procedure.

[Application form, Eligibility and Selection Criteria Grid](#)

[1] Established by the European Parliament and of the Council Regulation (EC) No 1922/2006 of 20 December 2006 (OJ L 403/9 of 30.12.2006)

[2] Before recruitment, the candidate will be medically examined for the purposes of Article 12(2) (d) of the Conditions of Employment of Other Servants of the European Communities.

[3] Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant Member States authorities will be accepted.

[4] Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to the profile in question (University degree for AD posts). Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Fellowships, grants and PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once (e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period of the former).

[\[5\]](#) For example: 16% expatriation allowance, household allowance, education allowance, dependant child allowance etc.

Relevant Documents:

[Vacancy Notice](#)

[Application form](#)

[Eligibation and Selection Criteria Grid](#)

Metadata

PUBLISHED DATE: 27 June 2010