

# Resource & Documentation Centre Officer

The European Institute for Gender Equality (EIGE)[\[1\]](#) is organising a call for applications with a view to establishing a reserve list for a Resource & Documentation Centre Officer.

The registration of applications will begin on 3 March 2015 and will close on **6 April 2015 at 23:00 Eastern European Time**.

Reference	Vacancy notice	Grade	Maximum n° on reserve list
EIGE/2015/TA/04/AD 6	Resource & Documentation Centre Officer	AD6	6

## 1. The Institute

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

To achieve its goals, the Institute collects and analyses comparable and reliable information at EU level and develops appropriate methodological tools for the integration of gender equality into all EU policies. It fosters the exchange of good practices and dialogue between stakeholders and raises EU citizen awareness of this policy area by providing technical assistance to EU institutions, in particular the European Commission, as well as the authorities of the Member States.

In the course of its work to promote and strengthen gender equality, EIGE strives to eliminate gender discrimination.

## 2. The post

### 2.1 Profile

Reporting to the Head of the Knowledge Management and Communications Unit, the jobholder will coordinate the work of the Institute's Resource and Documentation Centre (RDC). This also involves developing and updating the quality and usability of its structure, processing of collected internal and external information and contributing to targeted communication and dissemination of the results of the work of the Institute.

The jobholder will be involved in the following tasks and activities:

- develop a strategy for management of internally produced and collected knowledge, including various communication products to targeted stakeholders;
- update the internal strategy for the collection, analysis, and dissemination of timely gender equality information, legislation, fact sheets, publications and research;
- coordinate EIGE's cooperation with other European resource and documentation centres, with a focus on accessing, sharing and exchanging resources on gender equality themes;
- coordinate the contributions of the other teams within the Institute in connection with the development and operation of the RDC;
- coordinate the implementation and dissemination of EIGE's gender equality Thesaurus/Glossary;
- ensure the technical ICT infrastructure required to support EIGE's Knowledge Centre is fit for purpose;
- draft technical specifications for procurement in connection with RDC related projects in collaboration with EIGE's Procurement team and participate in the evaluation and selection of tenders;
- contribute to the estimates of the RDC's annual budget;
- organise and represent the Institute at meetings with organisations and experts involved in data and information management related to gender equality;
- in cooperation with the Institute's Stakeholders' team, develop dialogue and relations with non-governmental and equal opportunities organisations, universities and research centres, social partners and other bodies actively seeking to achieve equality at a national and European level as well as in third countries.

### **3. Qualifications and experience required**

#### **3.1 Formal requirements**

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

- have a university degree<sup>[9]</sup> which corresponds to completed university studies attested by

- have a university degree<sup>[4]</sup> 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;
- have a good command, both spoken and written, of at least two official EU languages;
- be a national of a Member State of the EU;
- enjoy full rights as an EU citizen;
- have fulfilled any obligations imposed by the national laws concerning military service, and
- be physically fit to perform duties.<sup>[3]</sup>

### 3.2 Selection criteria

#### Essential:

- At least six years professional experience gained after the award of the relevant qualification and at a suitable level corresponding to performance of the duties as defined in Section 2.
- A demonstrable background of management of data bases and information centres, preferably within the field of gender equality.
- Analytical and planning skills, the ability to set priorities, and an aptitude for achieving significant results.
- High level competence in drafting papers and reports in English.
- Experience with computer applications for data and information / document management systems.
- A demonstrable understanding of issues and challenges in relation to Gender Equality.
- Previous exposure to international and/or multicultural/multilingual environment.
- Excellent communication, organisation and interpersonal skills including the ability to establish and maintain effective communication with colleagues.
- A good command of English, the predominant working language at the Institute.
- Evident problem solving and negotiation capabilities.

#### Advantageous:

- Work experience in an EU institution/agency.

- Experience of building expert networks particularly in areas related to gender equality.
- Evident knowledge in procurement matters, preferably in the context of a documentation/information centre.
- Knowledge of EU gender equality policies.

#### 4. Selection procedure

The selection procedure includes the following steps:

- Only duly completed applications submitted electronically within the deadline will be taken into consideration.
- Each duly completed application will be examined with a view to establishing that the candidate meets all eligibility criteria.
- Eligible applications will be evaluated by the appointed Selection Committee based on selection criteria defined in this vacancy notice. Depending on the number of applications received, the Selection Committee may apply stricter requirements within the selection criteria noted above.
- The best-admissible candidates will be short-listed for interview.
- Interviews and written tests will be in English.
- During the interview, 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:
  - a copy of identity card, passport or other official document specifying citizenship;
  - a copy of diploma certifying a required level of academic qualifications;
  - documentary evidence of professional experience, clearly indicating starting and finishing dates.

Copies of these documents will be retained by the Institute.

- If at any stage of the procedure, it were established that 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 jobholder from the reserve list, taking into account the establishment of a gender balanced, geographically diverse organisation.

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

For applications to be valid, candidates must complete an EIGE application form.

### **[EIGE Application form \(.doc\)](#)**

It is to be forwarded electronically to [eige.hr@eige.europa.eu](mailto:eige.hr@eige.europa.eu). The subject title should include the vacancy reference number.

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 file by the Institute in line with its data protection guidelines.

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 only candidates selected for the interviews will be contacted.

## **5. Conditions of employment**

The place of employment shall be Vilnius, Lithuania. For reasons related to the Institute's operational requirements, the chosen candidate will be expected to be available at short notice. An AD 6 Temporary Agent contract under Article 2f pursuant to the conditions of employment of other servants of the European Communities shall be offered, subject to a nine month probation period. The duration of the contract will be three years and may be renewed.

The pay of the Temporary Agents consists of the basic remuneration as well as various allowances<sup>[4]</sup> depending on personal situation of the jobholder. For information, the current gross basic salary of the first step in the applicable first grade, before deductions and the correction coefficient weighting of 71.4% for Lithuania, is approximately €4,960. The applicable grade could be higher depending on the length of experience of the chosen candidate. Remuneration will be paid in € (Euro)<sup>[5]</sup>. Salaries are subject to tax at source but are exempt from national taxation. Deductions are also made for medical insurance, pension and unemployment insurance.

The job holder shall work in a multicultural environment where social dialogue between management and staff, including representatives of the staff, is regarded as vital. The Institute is fully computerised and working time is based around flexitime and core working hours.

## **6. Independence & 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/her independence. Candidates must confirm their willingness to do so in their application.

## **7. Equal opportunities**

The Institute applies a policy of equal opportunities and accepts applications without distinction on any grounds.

## **8. Appeal procedures**

If a candidate considers that s/he has been adversely affected by a particular decision, s/he can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of Employment of Other Servants of the European Communities, by writing to The Director, European Institute for Gender Equality, Gedimino Prospektas 16, Vilnius, Lithuania LT01103.

The complaint must be lodged within three months. The time limit for initiating this type of procedure (see Staff Regulations as modified by Council Regulation No 723/2004 of 22nd March 2004 published in the Official Journal of the European Union L 124 of 27th April 2004 –

<http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1420548334819&uri=CELEX:32004R0723>

- starts to run from the time the candidate is notified of the act adversely affecting her/him.

Pursuant to Article 195(1) of the Treaty establishing the European Community and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the Ombudsman's duties, published in Official Journal of the European Union L 113 of 4 May 1994, it is also possible to write to: The European Ombudsman, 1 Avenue du Président Robert Schuman, CS 30403 67001 Strasbourg Cedex, France.

**[Further details on appeals.](#)**

## **9. 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.

## **10. Lithuania & life in Vilnius**

Lithuania is a member of the Schengen Area and it borders Latvia, Belarus, Poland and the Kaliningrad region of Russia. Its western coastline - noted for its fine beaches, dunes and majestic pines - straddles the Baltic Sea. Vilnius is Lithuania's capital with an estimated population of just over half a million citizens. Lithuanian summers are sunny and warm with an average temperature of +17 C. Winter is white and generally cold with average temperatures that hover around – 4 C.

In addition to ample green spaces, Vilnius has impressive Baroque, Gothic, Renaissance and Russian architecture as well as one of Europe's largest medieval old towns, a UNESCO World Heritage site since 1994. A university city since the Middle Ages, Vilnius is the centre of the country's politics, business, science, culture and entertainment and it attracts an increasingly varied assortment of local and international events. In addition to hosting a number of international schools, it has a well-developed infrastructure and ambitious future plans.

Further information is available here: <http://www.vilnius-tourism.lt/en/tourism>.

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

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

**[4]** For example: expatriation allowance, household allowance, education allowance, dependent child allowance etc.

**[5]** Lithuania adopted the Euro as its currency from 1 January 2015.

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# Metadata

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