

# Seconded National Expert - Public Affairs

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[EIGE Application form - SNE Public Affairs](#)

EN (DOC, 196 KB)



[EIGE Decision MB 2015/013 on the secondment to the EIGE of national experts and national experts in professional training](#)

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The European Institute for Gender Equality (EIGE)[1] invites applications with a view to establishing a reserve list for **Seconded National Expert (SNE) – Public Affairs**.

The registration of applications will begin on **23 January** and will close on **22 February 2016 at 13:00 Eastern European Time (EET)**.

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## 1. The Institute

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

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 awareness 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 supports policy makers with high quality data relevant to their work.

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## 2. Job profile and duties

### 2.1 Profile

Working closely with the Director and EIGE's management, this post involves articulating and disseminating targeted promotion, in particular with the EU institutions in support of the Institute's work programme priorities.

The post requires the capacity to assimilate gender equality research, knowledge and experience with project management and communication abilities. It also demands a team player who shares learning and information as part of a multicultural and multidisciplinary team.

## **2.2 Duties**

The following tasks and activities are relevant to the duties of this post:

Monitor accurately policy development at EU and at Member State levels, in order to support EIGE to identify the impact of significant developments such as the migration crisis on its work (e.g. violence against women, values of migrants);

Support the relevant Units at EIGE to develop new aspects and concepts, for example in the areas of social and employment policy;

Support the organisation of key EIGE events and the development of tailor-made communication materials ;

Draft notes and communication materials, in particular on gender and security/migration;

Identify and establish contacts with, relevant stakeholders for engagement and involvement with EIGE's work on migration and security;

Assist with the development, preparation and editing of reports and publications as indicated by the Director;

Contribute to the improvement of the Institute's mission as a recognised competence centre on gender equality in the EU;

Execute any other tasks identified by the Director and the management group.

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

### **3.1 Formal requirements**

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

a university degree, or a level of formation which corresponds to completed university studies

attested by a diploma<sup>[2]</sup> and appropriate professional experience of at least five year when the normal period of university education is at least three years,  
fluency in one other core EU language in addition to excellent English, which is the predominant working language at the Institute,  
entitlement to full rights as a European citizen or nationality of an EU candidate country or an EFTA country or a country with which the European Council has decided to open accession negotiations and which has concluded a specific agreement with the Commission on staff secondments,  
any obligations imposed by the national laws concerning military service.

## 3.2 Selection criteria

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

### Essential:

At least four years of professional experience gained after the award of the relevant qualification and at a suitable level corresponding to performance of tasks as defined under section 2.2;

Previous experience working in an EU policy related/public affairs role for example an EU institution, an international organisation, a Member State Ministry or a government agency;  
The ability to engage effectively with MEPs, Commissioners, relevant Commission Officials, and key media organisations in order to strengthen efforts to sustain the profile of gender equality;

Excellent communication skills, diplomacy and good political acumen;

A clear understanding of current affairs, good analytical skills and a committed interest in related gender equality issues,

Thorough knowledge on policies and regulations pertaining to gender equality at EU level;

The capacity to conceptualize, synthesize and structure information and to communicate it effectively;

Evident organisational skills, including the ability to manage priorities, work under pressure and reach tight deadlines;

Good computer skills, especially in preparing and editing text;

The ability to cooperate smoothly in a multicultural environment.

## Advantageous:

A good knowledge of the EU institutional framework and policies.

Previous work experience in the EU institutions/agencies.

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## **4. Selection procedure and application**

### **4.1 Selection procedure**

The selection will include 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.

The best-admissible candidates will be short-listed for an interview.

Interviews will be held in English.

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.

The chosen candidate will be requested to furnish:

- 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 the above mentioned 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 process.

The initial period of secondment shall be specified in the exchange of letters between the Institute and the employer of the selected SNE.

Soliciting on behalf of a candidate can lead to immediate disqualification.

### **4.2 Submission of applications**

For applications to be valid, candidates must complete an **EIGE application form** available at the top of the page and only in English and which 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. Applications may also be forwarded to EIGE on behalf of applicants by the Permanent Representations of the EU Member States.

An application form is available here. 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 shortlisted candidates 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.

Due to the large volume of applications, the Institute regrets that only candidates selected for the interviews will be contacted.

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## 5. Conditions of secondment

The purpose of the secondment is to provide the SNE with experience of the Institute's working methods and policies, to enable them to gain practical experience and understanding of the day-to-day work of the Institute's work and to give them the opportunity to work in a multicultural, multilingual environment. It also serves to enable staff of national administrations to put into practice the knowledge they have acquired in their studies, particularly in their respective areas of responsibility.

The SNE shall remain in the service of his/her employer throughout the period of secondment and shall continue to be paid by that employer. The SNE shall be entitled to daily and monthly subsistence allowances in line with EIGE Decision MB 2015/013 on the secondment to the European Institute for Gender Equality of national experts and national experts in professional training available at the top of the page.

Each candidate should before applying obtain the assurance of the support of his/her employer for his/her candidacy as well as the commitment of that they shall continue to pay a salary during the period of the secondment. The final stage to secure the secondment will be confirmed by an exchange of letters between the Institute and the employer in the Member State concerned.

Subject to a probationary period, the secondment will be for a minimum of six months but not more than two years. It may be extended further up to a maximum period of two years. The place of secondment is Vilnius, Lithuania.

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## **6. Independence and declarations of interest**

The SNE 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.

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## **7. Equal opportunities**

The Institute applies a policy of equal opportunities in line with the formal requirements noted in section 3.1.

Applications are accepted without distinction on any grounds of age, birth, disability, ethnic or social origin, genetic features, membership of a national minority, political (or any other) opinion, property, religion, sex or sexual orientation.

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## **8. Appeals**

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 pr. 16, Vilnius, Lithuania LT-01103.

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 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://europa.eu.int/eur-lex> ) starts to run from the time the candidate is notified of the act adversely affecting him/her.

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## **9. Protection of personal data**

As the body responsible for organising the competition, 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.

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## 10. Lithuania and 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. 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.

Lithuania's capital has an estimated population of just over half a million people. In addition to ample green spaces, Vilnius is beautifully situated on the banks of the river Neris. The city 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. Vilnius has been a university city since the Middle Ages. Today it 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.

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## Metadata

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