

EIGE

**SECONDED NATIONAL EXPERT –
GENDER MAINSTREAMING**

The European Institute for Gender Equality (EIGE)¹ invites applications with a view to engaging a **Secoded National Expert (SNE) – Gender Mainstreaming**. The registration of applications will begin on **13 November 2010** and will close on **14 December 2010 at 23:00 Eastern 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

Under the supervision of the Head of the Operations Unit and the Team Leader of the Methods and Tools Team, the jobholder will support the Institute's activities in developing effective methods and tools for the integration of gender perspective in different policy areas at various levels of the European Union.

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)

In particular the SNE will be responsible for collecting, processing and disseminating information on tools and methods used for mainstreaming gender into the EU Institutions' and Members States' policies and programmes. S/he will work with the methodological development of the information related to gender mainstreaming, including the identification of information sources and data availability.

2.2 Duties

The Seconded National Expert will support the Institute's work with the following tasks and activities:

- collect and promote existing information on gender mainstreaming practices,
- create and develop new or tailor-made gender mainstreaming tools,
- develop appropriate training toolkits and manuals,
- observe and investigate new gender mainstreaming methodologies with a view to reconciling national, international and EU approaches and processes,
- assess and ensure the quality of relevant information,
- conduct interpretative analysis of collected information and assist in the preparation of reports and communications,
- carry out gender mainstreaming tasks upon request from the Institute's stakeholders,
- contribute to the communication and promotion of gender mainstreaming network through EIGE's communications team.

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 diploma² and appropriate professional experience of at least one year when the normal period of university education is at least three years,
- good command of both spoken and written English, which is the predominant working language at the Institute and a satisfactory knowledge of a second EU language,
- 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,
- have the support of his/her employer for a period of not less than six months but not more than two years although a renewal may be possible.

3.2 Selection criteria

² Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant Member States authorities will be accepted.

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

Essential:

- at least five years of professional experience within a university or a national/regional/local public administration or an inter-governmental organisation (IGO) or the private sector, gained after the award of the relevant qualification and at a suitable level corresponding to performance of tasks as defined under section 2.2,
- evident knowledge and experience of working with gender mainstreaming tools and methods, including gender analysis, gender impact assessments and gender budgeting,
- previous work experience with gender sensitive data, statistics and indicators,
- practical experience in planning and delivering training on gender equality issues,
- a very good command of English which is the working language at the Institute,
- good computer skills, especially in preparing and editing text;
- excellent interpersonal, organisational, administrative and problem solving skills.

Advantageous:

- work experience in an international or European Union 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/project,
- the capacity to conceptualise and structure information and to communicate effectively both technical and specialised information,
- evident organisational skills, including the ability to manage priorities, work under pressure and meet tight deadlines.

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 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. 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.

The deadline for sending applications is 14th December 2010 by not later than 23:00 Eastern European Time.

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

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 2010/011 on the secondment to the European Institute for Gender Equality of national experts and national experts in professional training available [here](#).

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.

The secondment will be for more than six months but not more than two years and may be extended further up to a maximum period of two years. The place of secondment shall be Vilnius, Lithuania.

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.

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.