



**Call for an expression of interest in the recruitment of a Seconded National Expert (SNE) in the European Asylum Support Office (EASO)**

**REF.: EASO/2016/SNE/004**

**Publication: External**

**Title of function: COI Expert**

**Duration: 1 year (renewable)**

**1. WE ARE**

The European Asylum Support Office (hereinafter referred to as "EASO"), established by Regulation 439/2010<sup>1</sup>, strengthens European Union (EU) Member States practical cooperation on asylum, enhances the implementation of the Common European Asylum System (CEAS) and supports Member States whose asylum and reception systems are under particular pressure. Specifically, EASO focuses on three main tasks:

1. supporting practical cooperation among Member States on asylum – mainly through training, quality activities, country of origin information (COI), statistics and analysis, specialized expert networks, practical cooperation workshops, thematic support on unaccompanied minors, trafficking in human beings and gender;
2. supporting Member States under particular pressure through emergency support, including the deployment of asylum support team to assist EU Member States in managing asylum applications and in putting in place appropriate reception facilities;
3. contributing to the implementation of the CEAS by collecting and exchanging information on best practices, drawing up an annual report on the asylum situation in the EU covering the whole asylum procedure in EU Member States and adopting technical documents on the implementation of the new EU asylum acquis.

The organisation chart of EASO can be consulted in the EASO Work Programme on EASO website ([www.easo.europa.eu](http://www.easo.europa.eu)). The headquarters of EASO are located in Valletta Harbour (Malta).

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<sup>1</sup> Regulation (EU) No 439/2010 of the European Parliament and of the Council of 19 May 2010 (OJ L 132, 25.5.2010, p.11).



## 2. WE PROPOSE

Within EASO, the Information and Analysis Unit (IAU) is responsible for all tasks relating to Country of Origin Information. This includes, *inter alia*, the joint production of COI reports on key countries of origin, the maintenance and development of the EASO COI Portal and the organisation of practical cooperation meetings on COI-related and country policy issues. The COI SNE would, under the guidance of the Head of COI Sector, be mainly responsible for:

- Supporting the further development and promotion of the COI Portal;
- Ensuring quality and consistency of the COI Portal content;
- Providing input and feedback to ICT regarding COI Portal developments;
- Coordinating the network of National COI Portal Administrators (NCPAs);
- Providing first line support and training to end users and NCPAs;
- Ensuring the COI Portal is promoted internally and externally;
- Facilitating cooperation, information-exchange and joint COI production between Member State experts in the framework of EASO COI Specialist networks;
- Preparing and if necessary (co-)drafting and quality reviewing joint EASO Country of Origin Information products in accordance with the EASO COI Report Methodology;
- Supporting the organisation of COI-related workshops, meetings and conferences;
- Carrying out other tasks requested by the Head of Unit in the interest of EASO.

## 3. WE LOOK FOR

### A) Eligibility criteria

Candidates will be considered eligible for selection on the basis of the following formal criteria to be fulfilled by the deadline for applications:

1. Be nationals of a Member State of the European Union, Norway or Switzerland;
2. Be employed by a public administration of a Member State of the European Union, or Norway, or an International Governmental Organisation for at least 12 months before applying for secondment;
3. Have at least 3 years of relevant professional experience;
4. Have a thorough knowledge of one of the official EU languages and an excellent command of spoken and especially written English.



Eligibility of candidates will be assessed by a Selection Committee according to compliance with all eligibility criteria by the closing date for the submission of applications.

## **B) Selection criteria**

If the eligibility criteria set out in section A) Eligibility criteria are met, candidates will be assessed on the basis of the following selection criteria. The most suitable candidates evaluated on the basis of the selection criteria will be invited to an interview.

### **Essential**

1. Experience in performing COI research;
2. Expert knowledge of COI research methodologies and tools;
3. Experience in actively using COI databases, incl. the COI Portal;
4. Experience in drafting and reviewing COI products, preferably in English;
5. Excellent networking skills and ability to facilitate multi-stakeholder cooperation.

### **Advantageous**

6. Experience with content management of COI databases (metadata, news section, etc.)
7. Experience in using online research tools in the context of COI research;
8. Experience in planning and organising international meetings, conferences and/or workshops.

If selected for interview, candidates will also be assessed in the interview on the basis of the following criteria:

9. Knowledge of the mission and organisation of EASO;
10. Ability to work effectively in a multidisciplinary team in a multicultural and multilingual environment
11. The ability to communicate in written English, and the knowledge, skills and competencies related to the job will be also assessed by written test.

Excellent written and oral command of English, including ability to draft reports, tools and presentations in English as well as ability to use electronic office equipment and applications (word processing, spread sheets, presentations, electronic communication, internet etc.) are essential. Candidates will be also assessed on the above by written test.



#### 4. GENERAL CONDITIONS

The secondment will be governed by the EASO Management Board Decision n° 1 of 25.11.2010 laying down rules on the secondment of national experts (SNE) to the EASO (document EASO/MB/2010/3). This decision is available on the EASO website: <http://easo.europa.eu/working-for-easo/vacancies/>

#### 5. APPLICATION PROCEDURE

For applications to be valid, candidates shall:

- Use and duly complete the official application form provided on the EASO website
- Official applications must be submitted within the deadline via email to: [applications@easo.europa.eu](mailto:applications@easo.europa.eu)
- **To qualify as eligible, official applications shall be forwarded by the Permanent Representations or national contact points or, as the case may be, the International Governmental Organisations, together with the proof of intent (official letter) by the relevant administrations to authorise the secondment in case of successful selection.**
- The subject of the e-mail should include the reference of this vacancy, followed by the candidate's surname.

Incomplete applications will be disqualified and treated as non-eligible. In order to facilitate the selection process, all correspondence to candidates concerning this vacancy will be in English. Under no circumstances should candidates approach the Selection Committee, directly or indirectly, concerning this recruitment. The Appointing Authority reserves the right to disqualify any candidate who disregards this instruction.

##### **Closing date:**

The closing date for submission of the applications is ~~16 August 2016 at 13:00hrs (Brussels time)~~. **Extended until 26 August 2016 at 13:00 (Brussels time)**. EASO will disregard any application received after that date.

Applicants are strongly advised **not to wait until the last day** to submit their applications, since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. The EASO cannot be held responsible for any delay due to such difficulties.

#### 6. EQUAL OPPORTUNITIES

EASO applies an equal opportunities policy and accepts applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.



## **7. DATA PROTECTION**

The purpose of processing of the data submitted by the candidate is to manage application(s) of the candidate in view of a possible pre-selection and recruitment at EASO.

EASO does not make public the names of successful candidates on reserve lists. However, it is possible that, for the purposes of recruitment and related planning purposes, members of the EASO management team may have access to reserve lists and, in specific cases, to the application form of a candidate (without supporting documents, which are kept in confidence by the personnel department). Application files of non-recruited candidates are kept for two years from the expiry date of the reserve list after which time they are destroyed.

The personal information requested will be processed in line with Regulation (EC) N° 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 EU institutions and bodies and on the free movement of such data.

## **8. APPEAL PROCEDURES**

Pursuant to Article 90(2) of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the Union, a candidate may submit a complaint against an act affecting him/her adversely. The complaint must be lodged within 3 months from the date of notification to the following address:

**The Executive Director  
European Asylum Support Office  
MTC Block A, Winemakers Wharf, Grand Harbour Valletta, MRS 1917  
Malta**

Should the complaint be rejected, pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants, a candidate may request judicial review of the act. The appeal must be lodged within 3 months from the date of notification to the following address:

**European Union Civil Service Tribunal  
Boulevard Konrad Adenauer  
L-2925 Luxembourg  
Luxembourg**

Any citizen of the European Union or any natural or legal person residing in a Member State may make a complaint for maladministration pursuant to Article 228(1) of the Treaty on the Functioning of the European Union. The complaint must be lodged within two years of becoming aware of the facts on which the complaint is based to the following address:

**European Ombudsman  
1, Avenue du President Robert Schuman -BP 403  
F-67001 Strasbourg Cedex  
France**



Please note that complaints to the European Ombudsman do not have the effect of suspending the period mentioned in Articles 90 and 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants for lodging complaints or submitting an appeal pursuant to Article 270 of the Treaty on the Functioning of the European Union.