



**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/002**

**Publication: External**

**Title of function: Statistical Expert**

**Duration: 1 year**

**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).

**2. WE PROPOSE**

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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).



The Statistical Expert (SNE) will focus on implementing EASO's Early Warning and Preparedness System (EPS) as per Articles 9 and 11 of the EASO regulation and Article 33 of the Dublin Regulation – in particular in regard to quantitative analyses of asylum statistics provided by Member States and Eurostat under the overall supervision of the Senior Data and Analysis Coordinator.

He/She will be mainly responsible for the following tasks:

- Production of statistical analyses;
- Development and management of EPS data-collection from Member States (SAS and Excel);
- Liaising with members of Member State experts nominated to EASO's Group for the Provision of Statistics (GPS)
- Working with Eurostat data in the production of public reports and fact sheets
- Suggesting new analyses and analysis presentation formats;
- Carrying out any other tasks requested by the Head of Centre 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 production of national statistical analyses;
2. Familiarity with using Eurostat data;
3. Advanced Excel skills;



### Advantageous

1. Knowledge of EASO, Eurostat or Frontex data collection methodologies;
2. Experience with SAS or ArcGIS.

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

1. Understanding of EASO's mandate
2. Excellent written and oral command of English;
3. Discretion in handling sensitive and confidential data.

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 **17th June 2016 at 13:00hrs (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**

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and the CEOS, at the following address:

**The Executive Director**



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

The complaint must be lodged within three months. The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the act adversely affecting him/her.