



**EU2009.CZ**

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## Detail Vacancy

**Title:** Work opportunity as Seconded National Expert (SNE)

**Reference** SNE-GEN-2009

**Category:** Seconded National Experts

**Status:** Active

**Publication date:** 09/06/2009

**Closing Date:** 09/07/2009 13:00

### Description:

The European Union Agency for Fundamental Rights (FRA) wishes to set up a permanent list of candidates interested in a short-term work opportunity as **Seconded National Expert (SNE)**. Applications to become a SNE will be kept for three years. Candidates **MUST** have current employment in a national, regional or local public sector, in an international civil service, in private sector or in non-profit making or voluntary sector. Candidates are required to have a good level of English.

<http://fra.europa.eu/fraWebsite/recruitment/workopportunityassecondednationalexper...> 2009.06.09.

**General conditions:**

National Experts are seconded to the FRA [en] according to the European Commission's rules on the secondment of National Experts of 27.02.2004, C(2004)577 repealed by C(2006)2033 of 01.06.2006, repealed by C(2008)6866 of 12.11.2008 [en].

The secondment contract may not be less than six months nor more than two years. The initial duration of the secondment is one year. The contract may be renewed once or more, up to a total period not exceeding four years and does not lead to subsequent employment at FRA. The contract duration is for full time employment. Before the period of secondment begins, the national or international civil service from which the SNE is to be seconded, shall certify to the FRA that he/she will remain, throughout the period of secondment, subject to the social security legislation applicable to that civil service and will assume responsibility for expenses incurred abroad.

FRA pays for a daily subsistence allowance depending on the distance between the place of residence and place of secondment.

FRA is a multicultural work environment and is located in Vienna, Austria.

**The FRA urges anyone meeting the eligibility criteria and interested in the position to apply. The FRA is an equal opportunities employer and ensures that its recruitment procedures do not discriminate on the basis of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation, or any other status.**

FRA will not return applications to candidates. The personal data provided by the candidate shall be processed pursuant the European Regulation related to personal data protection and in particular Regulation EC n. 45/2001 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. Personal data shall be processed solely for the purpose of the secondment to the FRA. Should the candidate require further information or wishes to exercise his/her rights (e.g. access or rectify data) he/she shall address to: [recruitment@fra.europa.eu](mailto:recruitment@fra.europa.eu)

**How to apply:**

- Read carefully the "Application Instructions" and the "Job Description" before applying.
- Applications should **only** be submitted on-line.
- Prepare your **Curriculum Vitae** (Europass Format) and your **Motivation Letter**. These two documents should be attached to the "Online Application Form". **You should clearly indicate in your motivation letter the Department and the position you are interested in.**
- Complete the "Online Application Form":
  - SNE-GEN-2009

**Closing date:**

The closing date for submission of the applications is **09/07/2009 at 13:00 (Vienna time)**. FRA reserves the right to disregard any application sent after that date.

Apply

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Last update 9/6/2009

**JOB DESCRIPTION FOR  
SECONDED NATIONAL EXPERTS**

<b>Name of the Post:</b>	<b>SNE</b>
<b>Reference:</b>	<b>SNE-GEN-2009</b>
<b>Departments:</b>	<b>Directorate/Human Resources and Planning Equality and Citizens' Rights Freedoms and Justice Communication and Awareness Raising External Relations and Networking</b>
<b>Location:</b>	<b>FRA, Vienna</b>
<b>Suggested date of beginning:</b>	<b>As early as possible</b>

**1. Main areas of responsibility**

**Overall purpose:**

The mission of the Human Resources and Planning Department is to ensure the highest standards for the management and development of the Agency's human resources. Furthermore, the Department shall ensure the continuous development and implementation of the FRA's strategies, facilitate and support transversal activities within FRA.

The mission of Equality and Citizens' Rights Department is to provide the highest possible scientific and technical expertise in the fields of racism, xenophobia and related intolerance, discrimination, as well as the participation of the citizens of the Union in the Union's democratic functioning and the rights of the child.

The mission of Freedoms and Justice Department is to provide the highest possible scientific and technical expertise in the fields of information society and, in particular, respect for private life and protection of personal data. The Department also addresses issues related to access to justice as well as asylum, immigration and integration of migrants, visa and border control.

The mission of the Communication and Awareness Raising Department is to raise public awareness of Fundamental Rights and provide the European Union and its Member States, other key actors as well as the public at large with a high-quality information service on issues related to these rights in Europe.

The mission of External Relations and Networking Department is to position the Agency centrally among its key stakeholders-governmental institutions, intergovernmental organisations, national institutions and civil society; to facilitate a stronger and more focused European dialogue on Fundamental Rights through networks, workshops, platforms etc.; to develop human rights education capacity building programs.

**Functions and Duties:**

Under the responsibility of the Head of Department, the successful candidate will assist in the work of the department with the following duties:

Planning (Directorate/Human Resources and Planning Department):

- Assist in managing the overall work programme to achieve the targets set for the agency within the annual work program;
- Contribute to the comprehensive and coherent strategy for the FRA, taking into account current and future stakeholder needs, within the overall strategy;
- Support the Department in the preparation of new initiatives.

Research and Data Analysis (Equality and Citizens' Rights Department or Freedoms and Justice Department):

- Analysis of social or legal information and data; or analysis of statistical data;
- Drafting social, statistical or legal analyses in the form of reports, as well as policy papers, briefing notes, etc;
- More specifically - Support in the production of both ad hoc and scheduled outputs (publications, articles etc.) by assisting, as required, with conceptualization, data analysis, scientific review and revision of social or legal reports;
- Assist in further developing and applying as appropriate and, where possible, innovative methodologies in social or legal research;
- Organise and facilitate workshops, and other events relevant to the research activities.

Communication (Communication and Awareness Raising Department):

- Support the development and implementation of communication, media, public information and awareness-raising strategies and policies;
- Produce and edit texts for publication;
- Plan and implement fundamental rights awareness-raising activities for the general public as well as for specific target audiences
- Develop and draft the Agency's public information and awareness-raising materials for various target audiences and stakeholders incl. media materials.

Production of publications (Communication and Awareness Raising Department):

- Support the development and implementation of the publications strategies and policy;
- Produce and edit texts for publication;
- Provide assistance with analytical preparation of reports for publications;
- Support the department in the preparation of new initiatives.

Web and Documentation (Communication and Awareness Raising Department):

- Assist in further developing the content of the web and documentation
- Provide support to the update of content of both Web and Documentation Assist in developing a unique web-based information and documentation resource on fundamental rights in Europe and related issues
- Ensure the integrity and quality of FRA's web-based information.

Team Networking and Stakeholder Cooperation (External Relations and Networking Department)

- Contribute to the FRA regarding its strategy towards the Member States of the European Union, their national governments, national and European level organizations, specialized bodies and their activities, as well as national and European level developments which may have policy and operational implications on fundamental rights;
- Contribute to develop and widen FRA's network of partners and contacts at the national and European level and identify potential areas of cooperation with them and their networks;
- Prepare follow up to FRA's conclusions and opinions specifically aimed at supporting the work of national and European level organisations and their networks;
- Contribute to analysis, workshops and expert meetings on national and European level developments and draft policy background papers and other supporting documents for FRA.

Team Human Rights Education (External Relations and Networking Department)

- Contribute to the development, monitoring and implementation of the Human Rights Education (HRE) strategy;
- Promote the integration, mainstreaming and evaluation of HRE into other human rights programmes and activities;
- Contribute to the educational elements in relevant FRA activities;
- Contribute to the outreach and cooperation with inter alia Ministries of Education and Culture, and specialized bodies, education inspectors etc. dealing with education and schooling in the Member States;
- Contribute to outreach and cooperation with organizations working in the field of human rights education;
- Contribute to the development of HRE training and education materials.

**2. Main qualifications**

**Candidates must:**

- Be nationals of a EU member state;
- Have a university degree;

- Have at least 3 years of full-time experience of administrative, scientific, technical, advisory or supervisory functions gained after obtaining the relevant degree, at a level equivalent to the post;
- Have thorough knowledge of one community language, and a satisfactory knowledge of a second language;

**Advantageous qualifications:**

- Candidates should be able to demonstrate a proven ability to draft high quality analyses and policy papers;
- Excellent written English and the ability to summarize complex and technical information in layman's terms;
- Proficiency in the use of various IT tools (Word, Excel, etc.); Proficiency in the use of various IT tools (Word, Excel, etc.); ability to use SPSS would also be advantageous for those seeking a position as a social science SNE in either of the Agency's two research departments.
- Excellent communication, organizational and interpersonal skills;
- A flexible approach to work with others that facilitates collaboration and teamwork.