



External Vacancy Notice

Reference: EUAA/2022/TA/004

Publication: External
Title of function: Fundamental Rights Officer
Category and grade: Temporary Agent 2(f) - AD10*

1. European Union Agency for Asylum

The European Union Agency for Asylum (hereinafter "EUAA"), established by Regulation (EU) 2021/2303¹, is a centre of expertise by virtue of its independence, the scientific and technical quality of the assistance it provides and the information it collects and disseminates, the transparency of its operating procedures and methods, its diligence in performing the tasks assigned to it, and the information technology support needed to fulfil its mandate.

Specifically, the EUAA focuses on:

- Contributing to ensuring the efficient and uniform application of Union law on asylum in the Member States in a manner that fully respects fundamental rights.
- Facilitating and supporting the activities of the Member States in the implementation of the Common European Asylum System (CEAS), including by enabling convergence in the assessment of applications for international protection across the Union and by coordinating and strengthening practical cooperation and information exchange.
- Improving the functioning of the CEAS, including through a monitoring mechanism² and by providing operational and technical assistance to Member States, in particular where their asylum and reception systems are under disproportionate pressure.

The organisational chart of the Agency can be consulted on the EUAA's website at: <https://euaa.europa.eu/about-us/who-we-are>

The Agency's headquarters are located in Valletta Harbour (Malta) with additional offices in Brussels, Italy, Greece, Spain and Cyprus.

* See Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

¹ Regulation (EU) 2021/2303 of the European Parliament and of the Council of 15 December 2021 on the European Union Agency for Asylum and repealing Regulation (EU) No 439/2020, (OJ L 468, 30.12.2021, p. 1).

² Applicable legal provisions enter into force on 31 December 2023.





2. Job description

The **Fundamental Rights Officer** assists the EUAA in ensuring the Agency's compliance with fundamental rights in all of its activities and promoting respect by the Agency of fundamental rights. He or she forms part of the EUAA's governance and administrative structure but is independent in the performance of his or her duties, reporting directly to the Management Board (MB). The Fundamental Rights Officer cooperates with the EUAA's Consultative Forum.

The jobholder is appointed by the EUAA's Management Board, from a selection of candidates proposed by the Executive Director.

The main responsibilities of the Fundamental Rights Officer will be:

A) Specific responsibilities

1. Providing a proposal for the Agency's fundamental rights strategy and ensuring the implementation of that strategy;
2. Ensuring the Agency's compliance with fundamental rights in the course of all its activities, including by monitoring this compliance and conducting investigations into any of the activities of the Agency;
3. Promoting respect of fundamental rights at the Agency;
4. Providing consultation on the operational plans drawn up for the operational activities of the Agency, including by providing observations in accordance with the reporting and evaluation scheme provided for in operational plans;
5. Providing consultation on the Agency's code of conduct applicable to all experts participating in asylum support teams;
6. Implementing the Agency's complaints mechanism;
7. Reporting directly to the Management Board on matters related to the Agency's compliance with fundamental rights;
8. Cooperating with the Consultative Forum;
9. Carrying out on-the-spot visits to the Agency's field of operations, with the consent of the Member State concerned;
10. Informing the Executive Director and/or the Management Board about possible violations of fundamental rights during activities of the Agency;
11. Collaborating with internal and external stakeholders for the purpose of implementing the responsibilities of the Fundamental Rights Officer.



B) General responsibilities

1. Coordinating the work of a small team and its objectives;
2. Managing the budget of the Fundamental Rights Officer by ensuring proper implementation of objectives in line with the Financial Regulation, and with full respect for the principles of regularity, legality and sound financial management;
3. Performing any other tasks as required, upon request of the Management Board and as provided for in the EUAA Regulation.

3. Requirements

A) Eligibility Criteria

Candidates will be considered eligible for selection based on the fulfilment of the following formal criteria, by the deadline for applications:

1. Have a level of education which corresponds to completed university studies of at least 4 years attested by a diploma and, after having obtained the university diploma, at least 12 years of appropriate professional experience, or
2. Have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma and, after having obtained the university diploma, at least 13 years of appropriate professional experience³;
3. Be nationals of one of the Member States of the European Union;
4. Be entitled to full rights as an EU citizen;
5. Have fulfilled any obligations imposed on them by the laws on military service;
6. Possess a thorough knowledge (level C1 in all dimensions as per the Common European Framework of Reference for Languages or CEFRL) of one of the official EU languages and a satisfactory knowledge (level B2 in all dimensions as per the CEFRL) of another one of these languages to the extent necessary for the performance of the duties pertaining to the post⁴;
7. Meet the character requirements for the duties involved⁵;

³ Only diplomas issued by EU Member State authorities and diplomas recognised as equivalent by the relevant EU Member State bodies are accepted. If the main studies took place outside the European Union, the candidate's qualification must have been recognised by a body delegated officially for the purpose by one of the European Union Member States (such as a national Ministry of Education) and a document attesting so must be submitted if you have been invited for an interview. This will enable the selection board to assess accurately the level of the qualifications.

⁴ See <https://epso.europa.eu/how-to-apply/eligibility/en>

⁵ Before the appointment, the successful candidate shall be asked to provide proof of a non-existent criminal record.



8. Be physically fit to perform the duties linked to the post⁶.

B) Selection Criteria

If candidates are considered as fulfilling the criteria set out in section A) *Eligibility Criteria* on the basis of the declarations made by them in the application forms, their applications will be evaluated on the basis of the following selection criteria. These criteria have been subdivided into two categories: **Essential** and **Advantageous** Selection Criteria.

Please note that all Essential Criteria are mandatory, meaning that no application will be assessed further if a candidate obtains a zero score in any of the Essential Criteria. The most suitable candidates with the highest overall scores will be invited to an interview.

Essential

1. Proven professional experience in a position related to the duties of the post in the field of the monitoring of fundamental and/or human rights of at least 8 years;
2. Demonstrated expert knowledge of relevant international law in relation to fundamental and/or human rights and the EU's primary law, including the EU Charter of Fundamental Rights and its application;
3. Professional experience in addressing violations on fundamental rights, including managing follow-up activities in cooperation with diverse stakeholders, including the competent national authorities;
4. Proven professional experience of working with a high level of independence in an organisation, while cooperating with various internal and external counterparts.

Advantageous

1. Proven professional experience in the field of international protection and asylum;
2. Proven professional experience in drafting, reviewing and/or advising on strategic documents within an EU or international organisation;
3. Demonstrated management experience, preferably within an EU or international organisation, of at least 2 years.

⁶ Before the appointment, the successful candidate shall be medically examined by one of the Commission's medical officers which will enable the EUAA to ensure that he/she fulfils the requirement stated in Article 28(e) of the Staff Regulations of the Officials of the European Union.



C) Evaluation during interviewing process

Candidates invited to the interviewing process (interview and written test) will be assessed based on the essential and advantageous criteria described in Section *B) Selection criteria*, and the following additional criteria, in particular:

1. Effective written and spoken communication skills in English language, a working language of the EUAA;
2. Competent user of electronic office equipment and applications (word processing, spreadsheets, presentations, electronic communication, internet etc.);
3. Ability to work under pressure and meet deadlines on multiple tasks;
4. Excellent planning and organisational skills and the ability to prioritise work and deliver under pressure;
5. Excellent analytical and research skills;
6. Excellent communication skills and well-developed interpersonal skills;
7. Knowledge of and technical expertise of the EU asylum acquis;
8. Knowledge of the mission and organisation of the EUAA.

4. Selection process

A) Identifying eligible candidates

After the deadline for submission of applications, the Selection Committee will verify the submitted applications against the eligibility criteria described in Section 3A ("Eligibility Criteria"). Applications satisfying these conditions will then be assessed against the "Selection Criteria" under Section 3B.

B) Further analysis of applications

Following this initial assessment, the Selection Committee will compare the applications of eligible candidates with reference to:

- The Selection Criteria ("Essential" and "Advantageous");
- The overall quality of the application and the candidates' suitability for the post when compared to the established job profile.

Please note that the Essential Selection Criteria are mandatory and no application will be further assessed if a candidate obtains a zero score in any of these Selection Criteria.



The Selection Committee will then establish a shortlist of the most suitable candidates to be invited for a written test, an interview and/or other tests based on the order of merit. These assessments will be held in English and, where applicable, other languages. If a large volume of applications is received, only shortlisted candidates invited to the interview and written test will be notified thereof.

C) Assessment phase

The assessment phase is composed of the following components:

- Technical competency written test and/or any other assessment deemed necessary for the post;
- Interview with the Selection Committee;
- The assessment phase will be devised to evaluate the following components:
 - General aptitude and language abilities to the extent necessary for the performance of their duties in accordance with Article 12(2)(e) of the Conditions of Employment of other Servants of the European Union (CEOS);
 - Specific competences with reference to the applicants' profiles in line with the criteria stipulated in Section 3C ('Evaluation during interviewing process') of the Vacancy Notice.

Please note that only candidates who are successful in all aspects of the assessment phase will have the possibility of being placed on the reserve list.

D) Verification of supporting documents

Only candidates who receive an offer letter will be required to present **originals or certified copies** of the documents listed below to confirm the accuracy and eligibility of the application against their supporting documents:

- A document proving their citizenship (e.g. passport);
- Any academic qualification mentioned in the application;
- Any professional experience mentioned in the application.

E) Establishing a reserve list of successful candidates

A reserve list will be established based on the outcome of the assessment phase and will remain valid until the end of the current year from the date of its establishment.

The reserve list may be extended at the discretion of the Management Board.

Candidates shall note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

F) Appointment of the successful candidate

The Management Board will appoint the Fundamental Rights Officer, based on a list of candidates



proposed by the Executive Director on the basis of the reserve list of successful candidates mentioned in the previous section.

The Management Board may have an additional interview with the candidates proposed by the Executive Director.

Prior to taking up duties, the successful candidate will be asked to undergo a compulsory medical examination by the Commission's medical officers which will enable the EUAA to ensure that he/she fulfils the requirement stated in Article 12(2)(d) of the CEOS.

The selected candidate shall be required to undergo a vetting procedure executed by the National Security Authority of the applicants' state of citizenship in order to obtain a personnel security clearance. The level of the latter depends on the specific post/position. Candidates who at the time of request hold a valid personnel security clearance at the required level (or higher) may not need to obtain a new one, pending confirmation from their respective National Security Authority. The National Security Authority of the candidate shall provide the Agency with an opinion or a personnel security clearance in accordance with relevant national legislation. In case the selected candidate does not currently hold a valid security clearance at the above-mentioned level, the EUAA will request such from the National Security Authority of the candidate's state of citizenship. In case of a failure to obtain the required personnel security clearance or if the National Security Agency issues a negative opinion at the above-mentioned level after the signature of the contract of employment, the Agency has the right to terminate the contract of employment.

5. Equal opportunities

The EUAA applies an equal opportunities policy and accepts applications without discriminating on the basis of gender, 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.

6. Conditions of employment

The Temporary Agent will be appointed by the Management Board following the selection procedure.

He/she will be recruited as a Temporary Agent according to Article 2(f) of the CEOS for a period of **5 years** which may be renewed. The Temporary Agent post in question will be placed in grade **AD 10**.

Successful candidates who are recruited will undergo an initial probation period of nine months.

The pay for a **Temporary Agent, AD 10 (step 1)** consists of a **basic salary of EUR 9,513.69** weighted by the correction coefficient (for Malta currently 92%) supplemented with various allowances, including expatriation and family allowances. The salaries of staff members are subject to a European Union tax deducted at source. Staff members are exempt from national tax on salary and are members of the European Union social security and pension schemes.



For further information on working conditions of Temporary Agents please refer to CEOS: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

The place of employment is **Valletta Harbour (Malta)**.

7. Application procedure

All EUAA's vacancies can be found on our [Vacancies](#) page and online [e-Recruitment](#) tool. For applications to be valid, candidates shall use the EUAA's online e-Recruitment tool to create a candidate account, activate it and complete all sections of the EUAA application form, as detailed in the [User Manual](#) found on the landing page. Candidates are requested to complete their application in English.

Incomplete applications will be disqualified and treated as non-eligible. Please note that the selection process may take several months. In order to facilitate the selection process, all correspondence to candidates concerning this vacancy will be in English.

Candidates should not approach, directly or indirectly, the Selection Committee under any circumstances in relation to this recruitment process. The Agency reserves the right to disqualify any candidate who disregards this instruction.

Closing date:

The closing date for the submission of applications is **1 September 2022 at 12:00pm** (noon - Malta time). The EUAA will disregard any application received after this date and time.

Applicants are strongly advised **not to wait until the date of the deadline** to submit their applications. The EUAA is not held responsible for any delays in submission of applications due to technical difficulties or any other factors that may arise.

If a candidate is found to have provided false information at any stage in the selection procedure, the EUAA is within its capacity to disqualify the candidate in question.

8. Data protection

The purpose of processing of the personal data submitted by candidates is to manage their applications in view of a possible selection and recruitment at the EUAA.

The Agency does not make public the names of successful candidates on reserve lists. It is possible that, for the purposes of recruitment and related planning purposes, members of the Agency's 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 Human Resources Unit). Application files of non-recruited candidates are kept for two years from the expiry date of the validity of the respective reserve list after which time they are destroyed.



The personal information requested will be processed in line with [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

9. Appeal procedures

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

**Management Board Secretariat
European Union Agency for Asylum
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 of the European Union, 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:

**Court of Justice of the European Union
Rue du Fort Niedergrünewald
L-2925 Luxembourg
Luxembourg**

If you believe that there was maladministration, you may lodge a complaint to the European Ombudsman within two years of the date when you became aware of the facts on which the complaint is based (see <http://www.ombudsman.europa.eu>), or write to:

**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 of the European Union for lodging complaints or submitting an appeal pursuant to Article 270 of the Treaty on the Functioning of the European Union.