



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

REF.: EASO/2013/SNE/001

Publication	External
Title of function	Country of Origin Information Portal Officer
Duration	2 years

1. WE ARE

The European Asylum Support Office (hereinafter referred to as "EASO"), established by Regulation 439/2010¹, 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).

The headquarters of EASO are located in Valletta Harbour (Malta).

¹ 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

The (COI) Country of Origin Information Portal Officer will be working in the Centre for Information, Documentation and Analysis (CIDA).

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

- Liaising with the EASO IT Portal Maintenance and Development officer and the contractor - under the supervision of the COI Portal officer - in ensuring the smooth running of the system (follow-up on testing, change requests, reported errors, etc.);
- Liaising with the EASO IT Portal Maintenance and Development officer, the contractor and external stakeholders - under the supervision of the COI Portal officer - in ensuring the smooth connection of external systems;
- Assisting the COI Officer in ensuring the smooth management of users registrations and users general enquiries;
- Assisting the COI Officer in ensuring the smooth management of the national “Upload Areas”, in particular:
 - a) Monitor and ensure a sound management of the national “Upload Areas” by NCPAs (maintenance and quality of the Upload Area, use of the NCPA Guide, etc.);
 - b) Answer to enquiries from NCPAs;
 - c) Participate in NCPA trainings or meetings.
- Assisting the COI Officer in the development of training materials for NCPAs and general users (manuals, guides, tutorials) and in the delivery of training to NCPAs and general users;
- Advising the COI Officer in the usability of the system and the development needs;
- Taking part in the COI Portal Advisory Group meetings, as necessary;
- Any other tasks relevant to the good functioning of the COI Portal, as assigned by the Head of Centre.

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;
2. Be employed by a public administration of a Member State of the European Union;
3. Have at least 3 years experience of administrative functions;
4. Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge of a second EU language to the extent necessary to perform his/her duties.

B) Selection criteria

Essential

1. Sound knowledge and proven professional experience in the areas mentioned in the job description under Section 2;
2. Excellent written and oral command of English;
3. Ability to use electronic office equipment and applications (word processing, spread sheets, presentations, electronic communication, internet etc.);
4. Excellent planning and organisational skills and the ability to prioritise work and deliver under pressure;
5. Very good analytical capabilities and problem-solving skills;
6. Discretion in handling sensitive and confidential issues;
7. Ability to communicate effectively within a multicultural environment.

Advantageous

1. Experience with IT portals or document databases;
2. Experience or training in professional documentation management or librarianship.

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: www.easo.europa.eu

5. APPLICATION PROCEDURE

For applications to be valid, candidates shall:

- Use and duly complete the official application form provided on the EASO website
- Provide the proof that their national administrations will authorise rapidly the secondment
- Send their application to by email to: applications@easo.europa.eu by the deadline
- 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 **31st May 2013 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 are kept for five years from the establishment 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.