



External Vacancy Notice

Reference: EUAA/2024/CA/003

Publication: External
Title of function: Human Resources Assistant
Category and grade: Contract Agent* – FG III

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 Belgium, Italy, Greece, Spain, and Cyprus.

* See Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union at <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20230101>

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 Human Resources Assistant will be working in one of the areas of the Human Resources Unit within the Administration Centre and will be responsible for the following tasks:

Selection and Recruitment

1. Assist in the management of the establishment plan of posts and reserve lists;
2. Draft, publish and disseminate vacancy notices;
3. Support the selection processes of EUAA statutory staff (temporary agents and contract agents), as well as Seconded National Experts and trainees by screening applications, organising written tests and interviews and preparing the respective reports;
4. Provide support to the Selection Committees during all phases of the selection procedures, and provide guidance on best HR practices and applicable rules;
5. Establish and maintain paper and electronic records of the selection procedures in accordance with agreed standards;
6. Implement the recruitment process (draft offer letters, handle pre-employment medical examinations, onboarding of newcomers, etc.);
7. Process reimbursement of travel expenses related to recruitment, when applicable, and monitor the execution of the relevant budget;
8. Contribute to the timely payment of selection and recruitment related invoicing, e.g. invoices from contractors and sound financial management of the related budget.

Learning and Development

1. Contribute to the implementation of the annual performance appraisal and reclassification exercises;
2. Provide support in timely payment of learning and development related invoicing and reimbursement, and in the management of the training budget;
3. Contribute to the management of learning activities for staff members and induction training for newcomers;
4. Assist in evaluation of training activities and in drawing conclusions on its effectiveness and efficiency to improve learning strategies and activities;
5. Support the implementation of initiatives related to learning and development such as, staff engagement survey, competency framework, and learning needs analysis.



Payroll and Entitlements

1. Support the entry-into-service process, staff induction as well as the exit related processes;
2. Support the establishment of the staff individual rights, in accordance with the applicable rules, regulations and policies;
3. Assist in the timely payment of staff salaries, and ensure sound financial management of the Agency's Human Resources-related budget;
4. Support the coordination of leave management;
5. Assist in the management of all administrative tasks related to the sound personnel administration (e.g. special working arrangements, probationary period, contract renewals, pension transfers, annual medical check-ups, schooling, etc.);
6. Contribute to the timely payment of invoicing, e.g. interim services, invoices from contractors and sound financial management of the related budget;
7. Ensure that information on personnel is kept up to date and readily accessible to management and staff in conformity with the rules on personal data protection.

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 post-secondary education attested by a diploma OR a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least 3 years³;
2. Be nationals of one of the Member States of the European Union, Iceland, Liechtenstein, Norway, and Switzerland;
3. Be entitled to full rights as an EU citizen;
4. Have fulfilled any obligations imposed on them by the laws on military service;

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 studies determining eligibility took place outside the European Union, the candidate is required to present documentation attesting that their qualification is recognised by a European Union Member State body delegated officially for this purpose (such as a national Ministry of Education). Only candidates who have received an offer letter will be required to provide this documentation. See also <https://epso.europa.eu/en/selection-procedure/general-and-specific-eligibility-requirements>



5. Possess a thorough knowledge (level C1 in all dimensions as per the Common European Framework of Reference for Languages or CEFR) of one of the official EU languages and a satisfactory knowledge (level B2 in all dimensions as per the CEFR) of another one of these languages to the extent necessary for the performance of the duties pertaining to the post⁴;
6. Meet the character requirements for the duties involved⁵;
7. Be physically fit to perform the duties linked to the post⁶.

B) Selection Criteria

If the eligibility criteria set out in section A) *Eligibility criteria* are met, the candidates' applications will be evaluated on 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 with tasks closely related to those described in section '2. Job Description';
2. Proven professional experience in at least one of the above-mentioned areas of the Human Resources Unit;
3. Proven professional experience working with HR IT applications, tools and/or databases;
4. Proven professional experience in supporting the draft, development and/or implementation, of Human Resources procedures, guidelines and/or, policies, etc.

Advantageous

1. Proven professional experience as Human Resources Assistant within a European Institution, Agency or Body;
2. Professional experience in financial and/or procurement procedures linked to Human Resources;

⁴ See <https://epso.europa.eu/en/selection-procedure/general-and-specific-eligibility-requirements>

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

⁶ Before the appointment, the successful candidate shall be medically examined by one of the institutions' medical officers which will enable 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.



3. Proven professional experience working with Staff Regulations, Conditions of Employment of Other Servants of the European Union, and the EU Financial Regulation or with other similar regulatory frameworks.

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 this Section, and the following additional criteria relevant to the post:

1. Thorough written and spoken communication skills in English, the working language of the EUAA;
2. Excellent skills in using 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 analytical and problem-solving skills;
5. Good communication and well-developed interpersonal skills;
6. Strong service-oriented attitude and flexibility;
7. Strong sense of confidentiality, integrity and discretion;
8. Accuracy and attention to detail;
9. Knowledge of the mission and organisation of the EUAA.

4. Recruitment process

The Regulation which provides the legal basis for the EUAA was adopted on 15 December 2021 (Official Journal of the European Union L 468 of 30.12.2021).

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 one of these criteria is not satisfied.

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. Due to the large volume of applications 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 selection criteria included in the Vacancy Notice.

Please note that only candidates who are successful in the interview and written test will have the possibility of being placed on the reserve list.

This selection procedure may be organised online. In such case, further information will be provided by the Agency to candidates invited for an interview regarding the practical modalities for the assessment.

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

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 Executive Director.

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

Prior to taking up duties, the successful candidate will be asked to undergo a compulsory medical examination by one of the institutions' 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.

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 successful candidate(s) will be appointed by the Executive Director, upon recommendation of the Selection Committee, following the selection procedure, and will be recruited as a Contract Agent according to Article 3a of the CEOS for a period of 3 years which may be renewed. The Contract Agent will undergo an initial probation period of nine months.

The Contract Agent post in question will be placed in group FG III. The basic salary of a **Contract Agent FG III (grade 8, step 1)** is EUR **3,111.21** which is weighted by the local correction coefficient (for Malta currently 93.2%). In addition to the basic salary, the EUAA offers various allowances and benefits depending on personal circumstances, such as:

- Family allowances;
- Expatriation or foreign residence allowance;
- Entry into service-related allowances (travel expenses, daily subsistence allowances, removal expenses, installation allowances);
- Annual travel allowances;
- Social benefits;
- Benefits stemming from agreements with national Governments;
- Benefits stemming from service level agreements with pre-schools and schools;
- Wide range of leave entitlements;
- Benefits to support work-life balance.



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 scheme.

For further information on conditions of employment please refer to EUAA website section [Work for EUAA](#) and to [Conditions of Employment of Other Servants of the European Union \(CEOS\)](#).

The place of employment is Valletta Harbour (Malta), EUAA Headquarters.

7. Application procedure

All of the 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 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 Executive Director reserves the right to disqualify any candidate who disregards this instruction.

Closing date:

The closing date for the submission of applications is **26 March 2024 at 12:00 pm** (noon - Malta time). The Agency 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 Agency is within its capacity to disqualify the candidate in question.

8. Data protection

The purpose of processing of the data submitted by the candidate is to manage the application(s) of the candidate 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. However, it is possible that, for the purposes of recruitment and related planning purposes, members of the Agency's management may have access to reserve lists and, in specific cases, to the application form of a candidate (without supporting documents, which are kept confidential by the Human Resources Unit).



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 \(EU\) 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:

**The Executive Director
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.