



# CALL FOR EXPRESSION OF INTEREST

## NATIONAL LIASON OFFICERS

### (ELA/NLO/001)

<b>Type of contract</b>	Seconded National Expert
<b>Duration of the assignment</b>	2 years (renewable)
<b>Area</b>	Labour Mobility/ Labour Inspections/ Social Security Coordination
<b>Place of employment</b>	Bratislava (Slovakia) <sup>1</sup>

#### **The European Labour Authority**

The European Labour Authority ('the Authority' or 'ELA') is a new Union decentralised body in the area of cross-border labour mobility, currently in its initial start-up phase.

Its aim is to facilitate access for individuals and employers to information on their rights and obligations; support cooperation between EU countries in the cross-border enforcement of relevant Union law, including by facilitating joint inspections; and mediate and facilitate a solution in cases of cross-border disputes between national authorities.

Regulation (EU) 2019/1149 of the European Parliament and of the Council establishing the European Labour Authority was published in the Official Journal of the European Union on 11 July 2019, and entered into force on 31 July 2019.

The Authority should reach its full operational capacity by 2024. The European Commission is responsible for the initial set up phase until the Authority is sufficiently staffed and ready to fulfil its mandate.

Further information on the Authority is available on:

<https://ela.europa.eu>

<https://ec.europa.eu/social/main.jsp?catId=1414&langId=en>

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<sup>1</sup> Depending on the availability of the new offices of the ELA in Bratislava, the NLO may be required to take duties for a limited period of several months in Brussels, hosted at premises of the European Commission.

## **The job**

In accordance with Article 32 of Regulation (EU) 2019/1149, each Member State shall designate one National Liaison Officer to the Authority to work at its seat as a seconded national expert.

## **Profile**

The National Liaison Officers (NLOs) working within the Authority will support Member States in ensuring better understanding of national legislations, compliance with cooperation obligations, speed up exchanges between them through procedures dedicated to reducing delays, and establish links with national bodies and contact points. NLOs will:

- Contribute to executing the tasks of the Authority, including by facilitating the cooperation and exchange of information and by supporting concerted and joint inspections (the NLOs will also receive notifications on the organisation of a concerted or joint inspection in their Member State).
- Act as national contact points for questions from their Member State and relating to their Member State, either by answering those questions directly or by liaising with their national administrations.
- In performing the tasks, NLOs are entitled to request and receive all relevant information from their Member States, while fully respecting the national law of the Member States, in particular as regards data protection and the rules on confidentiality.

The exact nature of the tasks of each National Liaison Officer will be agreed with the respective Member State taking into account their individual background and experience.

## **Minimum requirements**

By decision of the Management Board of the Authority, the following are minimum requirements to be appointed as a National Liaison Officer:

- Have at least 3 years of professional experience in areas under the mandate of the Authority (of labour mobility, social security or labour inspections), preferably in a multi-language and multi-national context
- Have a satisfactory knowledge of English (min. at B2 level<sup>2</sup> ) and a thorough knowledge of one of the Union languages)
- Possess sufficient IT skills to perform the tasks (based on self-assessment).

The NLOs will be seconded by the Member States and recruited by the Authority proving they meet the minimum requirements.

## **General Conditions of Secondment**

In Administrative terms, National Liaison Officers are equal to Seconded National Experts (SNEs). NLOs should therefore be employed by a national, regional or local public administration or an intergovernmental organisation (IGO) and are seconded to the Authority for a limited time. The NLO's employer shall continue to pay the NLO's salary, maintain their

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<sup>2</sup> For information purposes, the Annex serves as indication of the Diplomas showing the level of competence of B2 in English. The Authority will verify that the proposed candidates have a level equivalent of B2 in English.

administrative status, and be responsible for all social rights, particularly social security and pensions. On this basis, the secondment is not an employment, nor does it lead to an employment. The NLO shall be entitled, throughout the period of the secondment, to a daily subsistence allowance and a monthly subsistence allowance depending on the distance between the place of origin and the place of secondment<sup>3</sup>.

NLOs will work at Authority's seat in Bratislava. Depending on the availability of the new offices of in Bratislava, the NLOs may be required to start their work for limited period of several months in Brussels, hosted at premises of the European Commission.

### **The appointment process**

The application shall consist of the following documents:

- a) A detailed Curriculum Vitae in Europass format, which can be obtained at the following address: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>
- b) A motivation letter clearly mentioning the reference of the call and e-mail address for correspondence<sup>4</sup>. The subject line should clearly indicate the family name and the reference of the vacancy: FAMILY NAME – ELA/NLO/001.
- c) Supporting documents for the minimum requirements

Each National Administration shall organise its own selection procedure to identify the suitable candidate.

National Administrations are thereafter invited to forward the application of the person identified as NLO to the Authority, ideally no later than **16 March 2020** quoting the reference number to the following e-mail address:

[EMPL-ELA-HR@ec.europa.eu](mailto:EMPL-ELA-HR@ec.europa.eu)

The Authority shall then confirm the assignment upon a verification of the minimum requirements, with a view for NLOs to take office in the second semester of 2020.

The Authority will propose an induction and training programme for NLOs to facilitate a smooth integration into their role.

In case one or more NLOs are not available for the entire duration of the proposed secondment, the respective National Administration shall be responsible to identify a replacement in accordance with the minimum requirements specified above.

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<sup>3</sup> Please note that the allowances mentioned shall be subject to a coefficient of correction applicable to Slovakia, currently equal to 79% (compared to Brussels).

<sup>4</sup> For the sake of facilitating the transmission of information between National Administrations and the Authority, it is highly recommended that both the CV and the motivation letter mentioned here are drafted in English.

## ANNEX

### Indicative list of qualifications and corresponding Common European Framework proficiency levels

Language/Langue	Level/Niveau B2
<b>English/Anglais</b>	First Certificate in English (FCE)
	Business English Certificate (BEC) from British Council "Vantage"
	British Council "Upper-intermediate" level
	English for Business (EFB) from LCCI <sup>[1]</sup> Level: "2" with grades "Credit" or "Distinction" Level: "3" with grade "Pass"
	IELTS Overall band score: 5 - 6
	TOEFL Internet Based Test (score 87-109)
	TOEFL Paper Based Test (score 567 – 636) + mandatory TSE (Test of Spoken English)
	TOEFL Computer Based Test (score 227-269) + mandatory TSE (Test of Spoken English)
	TELC <sup>[2]</sup> level B2
	Maltese Secondary Education Certificate (previously "Ordinary level") Matriculation certificate (previously "Advanced level")
	Enseignement de promotion sociale et de formation continue (EPFC) UF 08 - 09
	Kamer voor Handel en Nijverheid van Brussel (VUB) CVO (Centrum voor volwassenen onderwijs) Richtgraad 3 (3.1, 3.2)
	Hungarian State examinations (középfokú nyelvvizsga)
	United Nations Language Proficiency Examination
	KPG (Kratiko Pistopiitiko Glossomathias) Upper Intermediate - Greek Ministry of Education
UNlcert II	

[1] LCCI: London Chamber of Commerce and Industry

[2] TELC: The European Language Certificates