



VACANCY NOTICE

Seconded National Expert (SNE) – Labour Mobility Information and Services (ELA/SNE/2022/12)

Type of contract	Seconded National Expert (SNE)
Duration of contract	2 years (extendable ¹)
Area	Information and Services
Place of secondment	Bratislava, Slovakia
Deadline for applications	12/09/2022, 12:00 (midday, CET)
Reserve list valid until	31 December 2023

The European Labour Authority

The European Labour Authority ('the Authority' or 'ELA') is a Union body in the area of cross-border labour mobility. 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; support Member States in tackling undeclared work and mediate and facilitate a solution in cases of cross-border disputes between national authorities.

The Authority should reach its full operational capacity by 2024. Further information on the Authority is available on its website: www.ela.europa.eu.

The job

The Authority is organising a call for expression of interest for a Seconded National Expert (SNE) position at the Information and EURES unit, aiming at establishing a reserve list of suitable SNEs for possible secondment.

The candidates applying for this call must be employed by a specific public administration/institution (see eligibility criteria below, Section 2).

Working in the Information and Services sector, the SNE will contribute to improving the availability, quality and accessibility of labour mobility relevant information for individuals, employers and social partner institutions in line with Article 5 of ELA's founding Regulation.

¹ See Article 4 (Period of secondment) of the [SNE decision](#): The initial period of secondment for SNEs may not be less than two years or more than four years. The secondment may be renewed once or more, up to a total period not exceeding six years.

Respective activities can refer to Information and Services provided

- at the EU and national level;
- on labour mobility in general or for specific types of labour mobility, e.g. posting of workers, free movement of workers incl. seasonal work, frontier workers, online cross-border work etc.;
- on the whole economy or for individual sectors, such as agriculture, tourism, transport, construction etc.;
- on all relevant topics or specific aspects, e.g. social security contributions and benefits, types of employment contracts, remuneration, registrations etc.
- as a package of Information and Services activities or a specific type, e.g. websites or web portals, print material, information and awareness raising campaigns, innovative digital tools, advice and consultancy for end users, on-site or online information events for end users, capacity building/organisation of exchange or mutual learning among institutional actors etc.

1. Profile

Reporting to the Head of the Information and EURES Unit, the SNE will contribute to the development of Labour Mobility Information and Services. Specific tasks will be assigned by the Head of Unit in cooperation with the Head of Sector based on ELA's annual work programme and business needs.

Tasks

The SNE's tasks will include, inter alia:

Information and Services

- Supporting Member States in complying with the obligations on the access to and dissemination of information relating to the free movement of workers, e.g. by conducting or organising reviews of existing information material to identify improvement potential, contributing to surveys to identify information gaps, contributing to the development of templates and guidelines/recommendations for effective information provision etc.;
- Contributing to the identification and dissemination of good practices in Information and Services provision;
- Contributing to the design and preparation of information and awareness raising campaigns in close cooperation with ELA's Communication Team (the latter being responsible for the implementation of said campaigns);
- Contributing to the establishment and implementation of cooperation with EU-level information and service providers (e.g. EURES portal, Your Europe Portal, Your Europe Advice, Solvit, etc.) or networks acting at national level (e.g. EURES network, Free Movement Bodies, National Liaison Offices for the posting of workers etc.);
- Organising capacity-building activities related to the information tasks, e.g. facilitation of an exchange forum or mutual learning events among institutional actors within or across Member States.

Administration and project management

- Drafting background and working documents, concept papers, notes, briefings;
- Organising review and validation of such documents and ensuring the required follow-up;
- Monitoring, reporting and evaluation related to different project activities;
- Liaising with stakeholders in the field, including national administration officials and the social partners;
- Organising public events, workshops and conferences on information-related topics;
- Contributing to the preparation, implementation and follow-up of meetings of ELA's Working Group on information;
- Contributing to ELA's work programme development in the field of Information and Services by actively participating in brainstorming meetings and discussions;
- Regularly participating in Team and Unit meetings to familiarise with the Unit's activities and share information about own activities with colleagues;
- Performing other Information and Services tasks requested by the line management in the interest of the service.

Qualifications and experience required

2. Eligibility criteria

By the closing date of this vacancy notice, candidates must fulfil the requirements below:

- be employed by a national, regional or local public administration or an Intergovernmental Organisation (IGO), or an independent university or research organisation that does not seek to make profit for redistribution or is in fact part of the public sector²;
- have worked for their employer on permanent or contract basis for at least 12 months before their secondment; and to remain in the service of that employer throughout the period of secondment;
- have at least three (3) years' work experience at an appropriate level;
- have thorough knowledge (C1) of one of the EU languages and a satisfactory knowledge (level B2) of another EU language of the Union³;
- be a national of an EU Member State.

3. Selection criteria

Essential:

- Level of education which corresponds to completed university studies (at least three years, attested by a diploma);

² SNEs are staff employed by the public administration in a a) Member State of the EU; b) country with which the Council has decided to open accession negotiations and which has concluded a specific agreement on staff secondments for participation in the Authority's work; c) public IGO. Please read the decision n.19/2021 of the Management Board laying down rules on the secondment to ELA.

³ As in line with the [Common European Framework of reference for Languages \(CEFR\)](#). The SNE must produce evidence to qualify for secondment.

- Proven professional experience of at least two years in at least one (1) of the Information and services related tasks under section 1;
- Proven professional experience of at least two years relevant to administration and project management ;
- Excellent command of English;
- Strong motivation to work in the European Labour Authority.

Moreover, the following competencies will be assessed during the selection process:

- Excellent team working spirit and ability to contribute to a positive working environment;
- Excellent communications skills and ability to communicate clearly and effectively with internal and external stakeholders;
- Service-oriented attitude;
- Excellent planning and organisational skills;
- Ability to be proactive and flexible;
- Creativity and innovativeness.

The selection process

4. How to apply

You must apply through the EU CV Online system⁴⁵ via [this link](#):

https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuse_action=premierAcces&langue=EN

Before applying, you should carefully check whether you meet all the eligibility criteria.

Applications must include a motivation letter and a CV, both submitted in English to be considered.

Applications not submitted in English will be excluded from the selection procedure.

To be able to apply via EU CV Online, you must first create an account or sign in to an existing account. If not done already, you must first fill in the electronic CV. Once the CV is completed, you may choose and apply to the call for expressions of interest of your choice. You are advised to fill out ALL relevant fields of the application.

Only complete applications registered via EU CV Online before the deadline will be considered. Please note that the selection committee can only take into account the information provided by the candidate via EU CV Online. No information via email will be taken into consideration.

⁴ EU CV Online is the tool used by the European Commission for recruitment of staff on temporary basis.

⁵ If you have a disability that prevents you from registering online, you may submit your application (CV and letter of motivation) on paper by registered mail⁵, postmarked no later than the closing date for registration. All subsequent communication between ELA and you will be by post. In this case, you must enclose with your application a certificate attesting your disability, issued by a recognised body. You should also set out on a separate sheet of paper any special arrangements you think are needed to make it easier for you to take part in the selection.

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy internet traffic or a problem with the internet connection could lead to your online registration being interrupted before you complete it, thereby obliging you to repeat the whole process.

On completion of the online registration, you will receive on screen a registration number, which you must note. This will be your reference number in all matters concerning your application. If you do not receive a number, it means that your application has not been registered.

After a correct submission of an application, you will receive an automated acknowledgement of receipt of your application to the email account indicated in your application. It is your responsibility to verify that you provided the correct e-mail address.

All technical questions concerning EU CV Online must be sent through the contact page of EU CV Online.

Once the deadline has passed, you will no longer be able to apply.

No supporting documents are required at this stage – these will be required at a later stage.

Deadline for applications: 12 September 2022 at midday (12:00, Bratislava time)

If you require more information, please send an e-mail to: recruitment@ela.europa.eu.

5. Steps of the selection procedure

5.1. Admission to the selection procedure

After the deadline for online registration, the selection committee will check the submitted applications against the **eligibility criteria** described in Section 2.

The selection committee will analyse if the application was submitted in English. Applications not submitted in English will be excluded from the selection procedure.

Applications satisfying all these conditions will then be initially assessed against the **selection criteria** under Section 3.

5.2. Initial assessment of the eligible applications

The selection committee will assess each eligible application with reference to the selection criteria described in Section 3.

Upon completion of the assessment, the selection committee will establish a shortlist of candidates to be invited to the assessment phase.

The remaining candidates will be notified by email that their application will no longer be taken into consideration to this selection procedure.

5.3. The assessment phase

Following the initial assessment of the applications, shortlisted candidates will be invited to the assessment phase, which will be held online. The assessment phase will be conducted in English.

This phase involves an interview with the selection committee. This phase will enable the selection committee to carry out an assessment of the pre-selected candidates according to the selection criteria described in Section 3.

Details of the date and time of the interview will be communicated to the shortlisted candidates in due time.

5.4. Verification of documents and scrutiny

If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified or incorrect, the candidate will be disqualified from the selection process.

Candidates will also be disqualified if they:

- do not meet all the eligibility criteria;
- do not provide all the required supporting documents.

Prior to the secondment agreement, the successful candidate(s) will be required to provide original versions of documents proving the eligibility criteria.

5.5. Reserve list

The selection committee will place the most suitable eligible candidates on a draft reserve list. This draft will be submitted to the Executive Director of ELA for approval. The adopted reserve list will be valid until 31 December 2023. The validity of the reserve list may be extended by decision of the Executive Director of ELA.

Prior to being offered a secondment at ELA, candidates on the reserve list may be required to undergo further evaluation by ELA (e.g. including a further interview with the Executive Director).

Following the establishment of the reserve list, the Executive Director may send a letter of secondment to any of the candidates. The secondment must be confirmed by an agreement between ELA and the candidate's employer.

Candidates should note that the inclusion on the reserve list does not imply any entitlement to secondment in ELA.

Other important information

6. General information

6.1. Equal opportunities

The Authority is an equal opportunity agency and strongly encourages applications from all candidates who fulfil the eligibility criteria and interested in the position. ELA ensures that its recruitment procedures do not discriminate on the grounds of gender, colour, race, ethnic or social

origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

In case of a disability, please feel free to inform Human Resources at [ELA RECRUITMENT recruitment@ela.europa.eu](mailto:ELA_RECRUITMENT_recruitment@ela.europa.eu) and indicate which arrangements or adjustments relating to your disability are necessary, so ELA can ensure your equal participation in the interviews.

6.2. Selection committee

A selection committee is appointed for each selection procedure. The selection committee is composed of at least three members, including a member designated by the Staff Committee.

Please note that the selection committee's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden. Under no circumstances should candidates approach the selection committee, either directly or indirectly, concerning the selection procedure. Any infringement of this rule will lead to the disqualification from the selection procedure.

6.3. Approximate timetable

The selection process may take some months to be completed. The selection committee intends to finalise the recruitment process for this vacancy by October 2022, with a view for the selected candidate to take office by December 2022.

The foreseen timeframe for the selection procedure will be updated on [ELA's website](#). Please note that once the pre-assessment phase is completed, shortlisted candidates will be invited to the assessment phase. The remaining candidates will be notified, by email, that their application will no longer be taken into consideration.

6.4. Conditions of secondment

Please refer to the [Decision N. 19/2021 of 10 November 2021 of the Management Board laying down rules on the secondment to the European Labour Authority of national experts](#), including national liaison officers and national experts in professional training, available on ELA's website⁶.

SNEs are staff employed by the public administration in a:

- a) Member State of the EU;
 - b) country with which the Council has decided to open accession negotiations and which has concluded a specific agreement on staff secondments for participation in the Authority's work;
 - c) public IGO,
- who are seconded to the Authority so that it can use their expertise in a particular field related to the tasks of the Authority.

The initial period of secondment for SNEs may not be less than two years or more than four years. The secondment may be renewed once or more, up to a total period not exceeding six years.

The SNEs' employer shall thus undertake to continue to pay their salary, to maintain their administrative status (permanent official or contract staff member) throughout the period of secondment and to inform the Authority of any change in the SNE's situation in this regard. The

⁶ <https://www.ela.europa.eu/sites/default/files/2022-07/decision-19-2021-revision-snerules.pdf>

SNEs' employer shall also continue to be responsible for all their social rights, particularly their social security insurability and pension rights

Throughout the period of secondment at ELA, SNEs shall be entitled to daily allowance and monthly allowance, based on the distance between the place of origin/of recruitment and the place of secondment (Bratislava) equal to the amount established by the European Commission each year.

The subsistence allowances shall be subject to the correction coefficient of the place of secondment (currently 77,6% for Bratislava, Slovakia), pursuant to Article 64 of the Staff Regulations.

In addition to the allowances, SNEs may be entitled to reimbursement of the education fees, depending on their particular situation, to selected educational institutions.

6.5. Job environment

SNEs are seconded to the seat of the Authority (Bratislava, Slovakia) unless decided otherwise by the Executive Director and subject to the conditions under Article 22(5) of the founding Regulation.

The Seconded National Expert will work in a multicultural, respectful and appreciative environment, which offers the possibility to shape the work of the authority, where collaboration and open and constructive dialogue is encouraged, while building effective work relations.

Working time is based on a 40-hour working week. ELA offers flexible working arrangements such as teleworking, and flexible working hours.

6.6. Protection of personal data

Personal data shall be processed exclusively for the purpose of this selection procedure. The purpose of processing the data submitted by candidates is to evaluate applications in view of possible secondment at ELA.

As the body responsible for organising the competition, the Authority ensures that applicants' personal data are processed as required by 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, offices and agencies and on the free movement of such data (Official Journal of the European Union, L 295/39 of 21 November 2018). This applies in particular to the confidentiality and security of such data. In this regards, please see the [ELA Privacy Statement on selection procedures](#).