



CALL FOR EXPRESSION OF INTEREST
NATIONAL LIAISON OFFICERS
(ELA/NLO/2023)

Type of contract	Seconded National Expert
Duration of contract	2 years (renewable) ¹
Area	Labour Mobility
Place of employment	Bratislava, Slovakia

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 concerted and joint inspections (hereinafter 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 European Labour Authority is launching a call for expression of interest for National Liaison Officers (NLOs).

As provided under Article 32 of the founding Regulation, one NLO shall be designated by each Member State as a seconded national expert to the Authority to work at its seat.

For this purpose, each Member State shall organise its own NLO selection procedure based on this call for expression of interest launched by the Authority. Once completed, each Member State will forward to the Authority the proposed designated NLO for administrative procedural and eligibility check and for completion of the secondment letters.

MAIN TASKS

The NLOs shall contribute to executing the tasks of the Authority, including by:

- Facilitating the cooperation and exchange of information as set out in Article 7 of the ELA founding regulation, in particular, by assisting the Authority in:
 - supporting national authorities in identifying relevant contact points of national authorities in other Member States;

¹ 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.

- facilitating the follow-up to requests and information exchanges between national authorities by providing logistical and technical support, including translation and interpretation services, and through exchanges on the status of cases;
- promoting, sharing and contributing to disseminating best practices between Member States;
- facilitating and supporting cross-border enforcement procedures relating to penalties and fines;
- providing information to support the effective application of EU labour mobility law;
- promoting the use of electronic tools and procedures for message exchange between national authorities, including the IMI system, and the use of electronic exchange mechanisms and databases to facilitate access to data in real time and detection of fraud.
- Promoting the Authority at the national level, and the tools put in place to improve cooperation and capacity building, such as events supporting the cooperation between national authorities in the area of EU labour mobility, organisation of ELA national and multinational events, exchanges of good practices and encouraging staff exchanges;
- Contributing towards the development of a framework for cooperation and exchange of information between ELA and the Member States, and among Member States;
- Supporting and coordinating concerted and joint inspections as set out in Article 8 of ELA of the ELA founding regulation, inter alia, and in addition to the above, by:
 - maintaining open and constant communication with national enforcement authorities to identify cases, needs and priorities to be tackled through concerted and joint inspections;
 - promoting ELA's tools and operational support services as mentioned in Art 9 (4) of the ELA founding regulation, with the aim to identify and deploy the most adequate measures to assist Member States in tackling cross-border irregularities;
 - proactively engaging national competent authorities to promote participation in concerted and joint inspections, including those proposed by ELA;
 - working in close cooperation and collaboration with ELA's Enforcement and Analysis Unit to ensure effective, timely and consistent coordination and support to Member States enforcement activities; this includes identifying relevant counterparts at national level, facilitating and, if necessary, participating in the preparation and execution of planning meetings, concerted and joint inspections and related debriefings;
 - facilitating the drafting and completion of the model agreement between Member States setting out the terms and conditions for carrying out inspections;
 - deploying on the spot to coordinate the participation of national authorities during inspections carried out in their Member States;
 - engaging national authorities in the follow-up stage of concerted or joint inspections to ensure timely and effective reporting to ELA on the outcomes and overall running of concerted or joint inspections;
- Acting 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, speeding up exchanges between Member States through

procedures dedicated to reducing delays and establishing links with national bodies and contact points;

- Supporting Member States in ensuring better understanding of national legislations, compliance with cooperation obligations;
- Performing any other task requested by the line management in the interest of the service.

In performing the tasks, NLOs shall be 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.

NLOs should carry out their duties and conduct themselves solely with the interests of the European Union in mind. They shall neither seek nor take instructions from any government, authority, organisation or person outside the Authority. They shall carry out duties assigned to them objectively, impartially and in keeping with their duties of loyalty to the European Union.

The exact nature of the tasks of each NLO, as well as the work objectives, will be established by the Authority, taking into account also their individual background and experience.

MINIMUM REQUIREMENTS

Qualifications and experience required

Eligibility criteria

By decision of the Management Board of the Authority, there are minimum requirements to be appointed as a National Liaison Officer. Before being appointed as National Liaison Officer, the candidate must:

- Have at least three (3) years of professional experience in areas under the mandate of the Authority (including areas related to EU cross-border labour mobility, coordination of social security, posting of workers, social aspects related to road transport, free movement of workers, or labour inspections), preferably in a multi-language and multi-national context;
- Have at least three (3) years of professional experience in administrative, legal, scientific, technical, advisory or supervisory functions;
- Candidates must have a thorough knowledge² of one official language of the European Union and a satisfactory knowledge (level B2) of another language of the Union necessary for the performance of their duties. As the predominant working language of ELA is English, candidates must have an excellent command of spoken and written English;
- Candidates must have worked for their employer on a permanent or contract basis for at least 12 months before their secondment and shall remain in the service of that employer throughout the period of secondment.

² The self-assessment of the candidate should be done in accordance with the [Common European Framework of reference for Languages \(CEFR\)](#).



The NLOs will be seconded by the Member States to work at the seat of the Authority providing that they meet the minimum requirements.

General Conditions of Secondment

In administrative terms, NLOs have the status of 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 SNE's employer shall 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 SNEs' employer shall also continue to be responsible for all his social rights, particularly their social security insurability and pension rights. 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 allowance and a monthly allowance depending on the distance between the place of origin and the place of secondment.

The place of secondment is Bratislava, Slovakia.

THE APPOINTMENT PROCESS

Each Member State administration should organise its NLO selection procedure based on this call to identify the suitable candidate. Once the person is selected by the Member State, the Member State should forward to the Authority (via recruitment@ela.europa.eu):

- a) A detailed Curriculum Vitae in English 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;
- c) All the supporting documents which prove that the minimum requirements are met.

The Authority shall then confirm the assignment upon verification of the minimum requirements.

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

In case the appointed NLO is 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.

JOB ENVIRONMENT

The place of employment is Bratislava, Slovakia.

The National Liaison Officer will work in a multicultural, respectful and appreciative environment, which offers the possibility to shape the work of the Authority, where 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.

ALLOWANCES

NLOs 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 81,3% 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.

In addition to those allowances, National Liaison Officers are entitled to various **benefits**. These may include:

- Annual leave entitlement of two days per calendar month plus additional days for age, grade, 2.5 days' home leave, if applicable, and in addition on average 18 public holidays per year;
- Special leave granted for certain circumstances: marriage, birth of a child, etc.;
- Various training opportunities;
- Social measures.

LEGAL BASIS

Legal basis for this call is the [Decision No 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.](#)