



CALL FOR EXPRESSION OF INTEREST FOR SECONDED NATIONAL EXPERTS (SNEs) (ELA/SNE/2021/02)

Type of contract	Seconded National Expert (SNE) ¹
Duration of contract	2 years (extendable) ²
Area	ELA (various profiles)
Place of employment	Bratislava (Slovakia) ³
SNE's monthly allowances	Monthly and daily allowance paid by ELA to the SNE ⁴
Deadline for applications	16/03/2021 30/03/2021
Reserve list valid until	31/12/2021 (the validity of the reserve list may be extended)

1. The European Labour Authority

The European Labour Authority ('the Authority' or 'ELA') is a European 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.

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

www.ela.europa.eu

¹ On the basis of the ELA Management Board decision on secondment of national experts – https://www.ela.europa.eu/sites/default/files/2020-12/Decision_on_Seconded_National_Experts_SNE.pdf (hereafter: the SNE decision).

² See Article 4 (Period of secondment) of the SNE decision: The initial period of secondment may not be more than two years. It may be extended. For more information, see also Section 7 of this call "Conditions of secondment".

³ Depending on the availability of the new offices of ELA in Bratislava, the successful jobholder may be required to take duties for a limited period in Brussels, hosted at premises of the European Commission.

⁴ See Chapter III (Allowances and expenses) of the SNE decision. For more information on daily and monthly allowances, see also Section 7 of this call "Conditions of secondment".

2. The job

The Authority is organizing a call for expression of interest for Seconded National Experts (SNE) positions for different profiles across ELA. The candidates applying for this call must be employed by a specific public administration/institution (see eligibility criteria below, section 3A).

The aim of this vacancy notice is to establish a reserve list of suitable SNEs for possible secondment positions. The European Labour Authority is looking for potentially suitable candidates for the following profiles, who will take up duties in 2021.

For the processing of the applications, candidates are asked to specify in their application their preference for which SNE profile they apply (for more details on the application process, please refer to section 6 below).

Profile I: Road transport area

The tasks will include, inter alia:

- Contributing to the ELA work with a specific focus on activities concerning the road transport sector;
- Coordinating with the relevant working groups in ELA and the Commission;
- Drafting working documents, notes, briefings;
- Liaising with stakeholders in the field, including the social partners;
- Coordinating initiatives targeted at sectoral stakeholders in the field of information, including workshops, conferences;
- Supporting the organisation, carrying out and following up of ELA concerted and joint inspections in the road transport area;
- Perform any other task requested by the line management in the interest of the service.

Profile II: EURES activities

The tasks will include, inter alia:

- Developing ELA activities related to the EURES network;
- Contributing to ELA activities managing the European Coordination Office and support the European Coordination Group meetings;
- Assisting in the preparation of reports, horizontal analysis and assessments regarding the overall implementation of the EURES Regulation and European labour market;
- Contributing to the Performance Measurement System, Single Market Scoreboard and the analysis of shortage and surplus occupations;
- Managing relations to the Commission, the Member States and other stakeholders in the activities related to EURES;
- Perform any other task requested by the line management in the interest of the service.

Profile III: Labour mobility and information

The tasks will include, inter alia:

- Contributing to the ELA information task with a specific focus on cross-border labour mobility situations and on information and services to individuals and employers;
- Supporting Member States in complying with the obligations on the access to and dissemination of information relating to the free movement of workers;
- Organising capacity-building activities related to the information tasks and EURES;

- Contributing to the development and implementation of ELA/EURES' communication strategies and campaigns;
- Drafting working documents, notes, briefings and ensuring the required follow-up, monitoring, reporting and evaluation activities 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.
- Perform any other task requested by the line management in the interest of the service.

Profile IV: Cross-border labour inspections and undeclared work

The tasks will include, inter alia:

- Contributing to the work of the inspections and undeclared work team; Assessing cases submitted to the Authority (providing expertise on the applicable legislation);
- Supporting the organisation, carrying out and following-up of ELA concerted and joint inspections;
- Drafting programming and reporting documents, notes, briefings, presentations and minutes;
- Organising and managing meetings of the working groups and other sector-relevant events;
- Reviewing the work of external contractors;
- Liaising with stakeholders in the field, including other agencies and the social partners;
- Perform any other task requested by the line management in the interest of the service.

Profile V: Labour mobility analyses and risk assessment

The tasks will include, inter alia:

- Contributing to the development of ELA's task on labour mobility analyses and risk assessment (Article 10 of the founding Regulation⁵) as regards data collection comparability and interpretation of available data in the field of EU labour mobility;
- Assisting with information collection, sharing and analysing labour mobility information and relevant reports;
- Supporting the design and development of analysis and risk assessment methods and scenarios in the field of ELA's mandate;
- Supporting the data collection streamlining and developing common methodologies;
- Any other task in the area of data modelling and data standardization;
- Contributing to drafting policy documents related to the above-mentioned activities;
- Perform any other task requested by the line management in the interest of the service.

Profile VI: Capacity building

The tasks will include, inter alia:

- Contributing to the development of ELA's task on capacity building with a view of setting up and managing the ELA Capacity Building Centre;
- Supporting the design and development of capacity building activities across ELA's operational area (preparation, participation and follow-up);
- Contributing to a stakeholder mapping exercise of potential capacity building participants from the Member State level (ministries, labour inspectorates, social partners predominantly);

⁵ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32019R1149>

- Assisting in the communication of ELA's capacity building offer generally, as well as more specially in reply to incoming information requests;
- Perform any other task requested by the line management in the interest of the service.

Profile VII: Mediation

The tasks will include, inter alia:

- Contributing to the development of ELA's task on mediation, assisting in negotiations with internal and external stakeholders, including the working group on mediation, in the development of rules of procedures and working arrangements, and necessary cooperation agreement/s.
- Contributing towards the implementation of the rules of procedures and working arrangements in relation to mediation, in particular the observance of the procedures once a dispute is referred for mediation, and carry out necessary coordination tasks in the application of the rules of procedures.
- Analyzing relevant documentation submitted or produced during the mediation procedure and recommend further actions.
- Cooperating with the various stakeholders involved in the mediation process;
- Keeping records of disputes referred for mediation, and their outcome, and prepare any possible necessary actions as provided for in the rules of procedures;
- Perform any other task requested by the line management in the interest of the service.

Profile VIII: Human Resources

The tasks will include, inter alia:

- Contributing to HR in organisational development matters;
- HR administration linked to SNEs and 27 NLOs (chairing weekly meetings, facilitating discussions, working methods, etc.);
- Contributing to further developing the role of NLOs within ELA and vis-à-vis of their member states;
- Developing SNE and NLO's trainings/learning actions;
- Acting as the main contact point on SNE and NLOs in relation to HR matters;
- Contributing to drafting internal documents such as work programme, Management Board briefings related to SNEs, NLOs, etc.;
- Supporting the process of SNEs' recruitment;
- Perform any other task requested by the line management in the interest of the service.

Profile IX: ICT: SharePoint Professional

The tasks will include, inter alia:

- Working with unit representatives to identify business processes that may benefit from automation and workflow functionality, documenting them and building required workflows and automations using Power Automate set of tools;

- Monitoring business solutions of ELA partners and new functionalities of M365 to propose further ICT landscape improvements;
- Designing and building of ELA's SharePoint Sites within ELA's M365 Tenant; Designing and documenting of SharePoint workflows and forms with SharePoint Designer;
- Working with Data Protection Officer to ensure that the related data processing activities are properly assessed, documented and approved;
- Providing training and recommendations in the management and maintenance of the SharePoint Sites;
- Perform any other task requested by the line management in the interest of the service.

Profile X: General Profile

Candidates may also apply for the below general profiles for the horizontal activities of ELA:

Horizontal activities

- a. Governance and External Relations
- b. Internal Control and Audit
- c. Legal
- d. Programming and Reporting
- e. Communication

3. Qualifications and experience required

A. Eligibility Criteria

To be considered eligible, candidates must satisfy all the eligibility criteria listed below, by the deadline for submitting applications:

- To be employed by a national, regional or local public administration⁶ 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 sector;
- To have worked for their employer on permanent or contract basis for at least 12 months before their secondment; the SNE shall remain in the service of that employer throughout the period of secondment;
- At least three years' work experience at an appropriate level;
- A thorough knowledge (C1) of one of the EU languages and a satisfactory knowledge (level B2) of another EU language of the Union⁷.
- Be a national of an EU Member State.

B. Selection criteria

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

⁶ Public administration means all State administrative services, at central, federal and regional level, comprising ministries, government and parliament services, the courts, central banks, and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities.

⁷ 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 relevant to the duties of the selected profile;
- Excellent command of English⁸;
- Strong motivation to work in the European Labour Authority;
- Strong communications skills and ability to communicate clearly and effectively with internal and external stakeholders;
- Capacity to work in a team.

4. Selection procedure

A selection committee is nominated by the ELA Executive Director.

The selection committee will check the submitted applications against eligibility criteria described in section 3A. Applications satisfying these conditions will then be assessed against the selection criteria under Section 3B.

Shortlisted candidates will be invited to undergo an interview with the selection committee. All the communication with candidates will be done via email. The interview will aim to assess the suitability of the candidates, check availability and motivation.

The interviews will be held in English. The work and deliberations of the selection committee are strictly confidential and any contact with its members is strictly forbidden. Any infringement of this rule will lead to the disqualification from the selection procedure.

As a result of the interview, the most suitable candidates will be placed on a draft reserve list by the selection committee. This reserve list will be proposed to the ELA Executive Director for approval.

All invited candidates will be informed whether or not they have been placed on the reserve list. Inclusion in the reserve list does not guarantee secondment. The validity of the list is until 31/12/2021, with a possibility of extension.

Candidates should note that the inclusion on the reserve list may does not imply any entitlement to secondment in ELA. Prior to being offered a post, candidates on a reserve list may be required to undergo further evaluation by ELA (e.g. including a further interview with the Executive Director).

The secondment shall be authorised by the Authority's Executive Director and effected by an exchange of letters between the Authority's Executive Director and the employer of the SNE.

5. Equal opportunities

The Authority is an equal opportunity employer and strongly encourages applications from all candidates who fulfill the eligibility criteria and may be interested in this call. 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,

⁸ At least C1 level, as in line with the [Common European Framework of reference for Languages \(CEFR\)](#)

As English is the daily working language of ELA, excellent command of English is required for the performance of duties.

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 EMPL-ELARECRUITMENT@ec.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. How to apply

Interested candidates may apply for any of the SNE profiles advertised in section 2 above.

You must submit your application through the EU CV Online system⁹. Only complete applications registered via EU CV Online before the deadline will be considered. Applications must include a motivation letter and a CV, both submitted in English to be considered.

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.

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

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

In the letter of motivation, please highlight for which SNE profile you apply and your motivation for it. Candidates may apply for several profiles. In this case, please list your interest in order of preference. Please outline key work experience and education/qualification relating to the profile you apply for, providing examples of profile related professional achievements, where applicable.

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.

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

Deadline for applications: 16/03/2021 at midday (12:00, Brussels time)

⁹ EU CV Online is the tool used by the European Commission for recruitment of staff on temporary basis.

You may apply at:

https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?useaction=premierAcces

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 mail¹⁰, postmarked no later than the closing date for registration. 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.

If you require more information, please send an e-mail to EMPL-ELARECRUITMENT@ec.europa.eu

7. Conditions of secondment

Seconded national experts are staff employed by a public administration or IGO who are seconded to ELA so that the Authority can use their expertise in a particular field.

The initial period of secondment will be of two years. It may be renewed once or more, up to a total period not exceeding four years. Exceptionally, at the request of the Unit concerned and where the interests of the service warrant it, the ELA Executive Director may authorise one or more extensions of the secondment for a maximum of two more years at the end of the four-year period.

A Seconded National Expert remains in service of his/her employer throughout the period of secondment and therefore the employer shall undertake to continue to pay his/her salary, to maintain his/her administrative status throughout the period of secondment and to inform ELA of any change in the SNE's situation in this regard. The SNE's employer shall also continue to be responsible for all his/her social rights, particularly social security and pension.

Throughout the period of secondment at ELA, a SNE 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 allowances¹¹ shall be weighted by the correction coefficient for the place of employment (currently 80.6% for Bratislava, Slovakia).

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

¹⁰ European Labour Authority, ELA HR, Avenue du Beaulieu, 1160 Brussels.

¹¹ More on SNE allowances could be found on ELA's website <https://www.ela.europa.eu/working-us>

8. Job environment

The place of employment is Bratislava, Slovakia. Depending on the availability of the new offices of ELA in Bratislava, the successful jobholder may be required to take duties for a period in Brussels, hosted at premises of the European Commission.

The jobholder 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.

9. Protection of personal data

Personal data shall be processed exclusively for the purpose of the selection procedure.

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.