



## VACANCY NOTICE

### Information Management Officer (FG IV) (ELA/CA/2023/19)

Type of contract	Contract Agent
Grade	FG IV
Duration of contract	5 years (renewable)
Area	Governance and Coordination Unit
Place of employment	Bratislava, Slovakia
Deadline for applications	New deadline: 09/11/2023 12:00 (midday, CET) <del>26/10/2023, 12:00 (midday, CET)</del>
Reserve list valid until	31 December 2024

#### **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](http://www.ela.europa.eu).

#### **The job**

The European Labour Authority is launching an information notice with a view to establishing a reserve list of Contract Agents for the position of Information Management Officer.

Working in the Governance and Coordination Unit, the job holder will contribute to the internal governance of ELA, coordination of horizontal activities and information management.

#### **1. Profile**

Reporting to the Head of the Governance and Coordination unit, the jobholder will play a key role in designing and implementing information management of ELA.

## **MAIN TASKS**

The Information Management Officer's tasks will include, inter alia:

- Conducting analysis of ELA processes, information and data flows and proposing design and adjustments of the information management framework;
- Coordinating internal projects related to information management and managerial reporting;
- Developing and maintaining ELA business continuity framework;
- Contributing to the design and alignment of information, data and analytics applications, including drafting business requirement for applications;
- Conducting internal data collection and organisation of data on ELA activities and preparing managerial reporting;
- Drafting internal procedures and coordinate preparation of internal rules;
- Contributing into development of ELA document management framework;
- Contributing to the preparation of ELA work programme in the area of information management;
- Coordinating preparation of meetings and events;
- Performing any other task requested by the line management in the interest of the service.

## **QUALIFICATIONS AND EXPERIENCE REQUIRED**

### **Qualifications and experience required**

#### **2. Eligibility criteria**

By the closing date for applications to this vacancy notice, candidates must fulfil the requirements below:

##### **2.1. General conditions**

- be a national of a Member State of the European Union;
- enjoy their full rights as citizens<sup>1</sup>;
- have fulfilled any obligations imposed by national laws concerning military service;
- meet the appropriate personal and professional requirements for the duties involved;
- be physically fit to perform their duties<sup>2</sup>.

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<sup>1</sup> Prior to the appointment, the successful candidate will be asked to provide a certificate of good conduct, confirming the absence of any criminal record.

<sup>2</sup> Before taking up his/her duties, the successful candidate will undergo a medical examination by one of the institutions' medical officers.

## 2.2. Language skills

Candidates must have a thorough knowledge of one official language of the European Union and a satisfactory knowledge<sup>3</sup> (level B2) of another language of the Union<sup>4</sup>. As the predominant working language of ELA is English, candidates must have an excellent command of spoken and written English<sup>5</sup>.

## 2.3. Education

Candidates must have, at the closing date for applications,

a level of education which corresponds to completed university studies of at least three (3) years attested by a diploma<sup>6</sup>.

*Candidates must indicate in their applications the official graduation dates for all the diplomas they have obtained.*

## 3. Selection criteria

**Candidates will be invited for interviews on the basis of the following criteria:**

### **Essential criteria:**

- Proven experience in information management design and implementation, including the tasks similar to the ones described in the “main tasks” section above at least of 2 year;
- Professional experience in horizontal or governance activities in public sector (e.g. internal governance or internal audit);
- At least 2 years work experience working in an international or multicultural environment;
- Excellent drafting skills in English.

**Furthermore, the following competences will be required:**

- Ability to be proactive and flexible;
- Ability to work efficiently under time pressure;

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<sup>3</sup> The self-assessment of the candidate should be done in accordance with the [Common European Framework of reference for Languages \(CEFR\)](#).

<sup>4</sup> Candidates must also have a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of his/her duties. The European Union has 24 official languages: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

<sup>5</sup> Please note that native English speakers will be required to demonstrate the ability to work in a second EU language at the assessment phase.

<sup>6</sup> Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration. In case of qualifications issued by authorities outside EU Member States, the proof of recognition of equivalence by the relevant EU Member State authorities must be specifically mentioned in the online application form under ‘Additional information’

- Effective planning and organisational skills;
- Ability to work in a team;
- Excellent communication and interpersonal skills.

## **The selection process**

**4. How to apply** You must apply through the EU CV Online system<sup>78</sup> via **this link**: [https://ec.europa.eu/dgs/personnel\\_administration/open\\_applications/CV\\_Cand/index.cfm?fuseaction=premierAcces&langue=EN](https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=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. For guidance, please refer to the guidelines for applications to candidates in [ELA's website](#).

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.

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.

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 and, you will receive on screen a registration number. If you do not receive a number, it means that your application has not been registered. Please note it is your responsibility to verify that you provided the correct e-mail address.

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<sup>7</sup> EU CV Online is the tool used by the European Commission for recruitment of staff on temporary basis.

<sup>8</sup> 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 mail<sup>8</sup>, 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.

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.

**Deadline for applications: 9th November 2023, at 12:00 (midday, Bratislava time)**  
~~26<sup>th</sup> October 2023, at 12:00 (midday, Bratislava time)~~

If you require more information, please send an e-mail to: [recruitment@ela.europa.eu](mailto: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 (“Essential” and “Advantageous”) 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.

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.

### **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.

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

The assessment phase involves an interview with the selection committee and one or more test(s) related to the field of the vacancy. 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.

### **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 assessment phase, the shortlisted candidates will be required to provide via email a copy of their documents proving their eligibility, mainly their academic diplomas and evidence of their professional experience clearly indicating the starting and finishing dates, the function(s) and the exact nature of the duties carried out.

Prior to the signature of the contract, the successful candidates must present original versions of documents proving the eligibility criteria and of their experience.

### **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 2024. The validity of the reserve list may be extended by decision of the Executive Director of ELA. The information on valid reserve lists of ELA is published on [ELA's website](#).

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).

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

## **Other important information**

### **6. General information**

#### **6.1. Equal opportunities**

The Authority is an equal opportunity employer 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 and tests.

#### **6.2. Selection committee**

A selection committee is appointed for each selection procedure. The selection committee is composed of at least three (3) 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 November 2023, with a view for the selected candidate to take office by January 2024.

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. Engagement and Conditions of employment**

The decision on appointment will be taken by the Authority's Executive Director as the Authority Empowered to Conclude Contracts of Employment on the basis of the reserve list of most suitable candidates.

Before engaging a contract agent, the Executive Director will examine whether the candidate has any personal interest such as to impair his/her independence or any other conflict of interest. The candidate will inform the Executive Director, using a specific form of any actual or potential conflict of interest<sup>9</sup>. If necessary, the Executive Director shall take any appropriate measures.

A contract may be offered for contract agent pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Union (CEOS) for an initial period of 5 years, renewable once. After the second period, the contract may be renewed for an indefinite period. The jobholder will be subject to a probationary period of 9 months.

### **6.5. JOB ENVIRONMENT**

The place of employment is Bratislava, Slovakia.

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, part-time work, and flexible working hours.

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<sup>9</sup> In compliance with Article 11 of the Staff Regulations of officials and Conditions of Employment of Other Servants of the European Union.

## 6.6. PAY AND WELFARE BENEFITS

The successful candidate who is offered a contract of employment will, on their entry into service, **be placed in grade 13, 14 or 16 of function group IV**, according to the length of their professional experience<sup>10</sup>.

The staff member's remuneration consists of a basic salary and allowances. It is paid in Euro **weighed down by the correction coefficient** (in Slovakia the correction coefficient is currently 80,9% compared to Belgium).

The gross basic salary, after correction coefficient is applied, is as follows<sup>11</sup>:

CA FG IV	Grade 13	Grade 14	Grade 16
Monthly basic gross salary (without any allowances)	€ 3,284.16	€ 3,719.39	€ 4,771.94

**In addition to the basic salary**, staff **may be** entitled to various **allowances** depending on their particular situation. These may include:

- **Household allowance** (e.g. if you have a dependent child or you are married and your spouse's income is below a defined threshold);
- **Dependent child allowance** (e.g. if you have a child under the age of 18 or between 18 and 26, if in specified training programme);
- **Education allowances** (Pre-school or Education allowance) **or Payment of the education fees applicable to selected educational institutions;**
- **Expatriation allowance** or **foreign residence allowance** (16% of the sum of basic salary and other applicable allowances) or foreign residence allowance (4%).

The salary is subject to a Community tax deducted at source and is exempt from national tax. The salary package includes contributions to the EU social security and pension schemes.

Candidates are invited to familiarise themselves with the employment conditions as stated in the [Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union](#).

Under certain circumstances, in particular where the jobholder is obliged to change his/her place of residence in order to take up employment, the Agency may also reimburse some expenses incurred on recruitment, notably removal expenses.

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<sup>10</sup> The grade (13,14, or 16) will be determined in accordance with the number of years of experience of the successful candidate ( i.e. professional experience of up to 5 years for grade 13, professional experience of more than 5 years for grade 14, and professional experience for than 17 years for grade 16)

<sup>11</sup> Amounts are indicated for information purposes and may vary by the time the selected candidate takes up his/her duties following the annual revision of the remuneration.



**Additional benefits:**

- 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: e.g. removal, marriage, birth of a child, etc.;
- Various training opportunities;
- EU Pension scheme (granted after 10 years of service);
- EU Joint Sickness Insurance Scheme (JSIS), accident and occupational disease coverage, unemployment and invalidity allowance and insurance.

**6.7. 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 recruitment 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 [ELA Privacy Statement on selection procedures](#).

**6.9. Appeal procedure**

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union, at the following address:

**European Labour Authority**

**For the attention of the Executive Director of ELA, Mr Cosmin BOIANGIU**

Selection procedure: Ref. ELA/CA/2023/19

Landererova 12,  
811 09 – Bratislava  
SLOVAKIA

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure (see Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://europa.eu/eur-lex>) starts to run from the time the candidate is notified of the act adversely affecting him/her.

Should the complaint be rejected, the candidate may request judicial review of the act adversely affecting him/her pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations, before the General Court:

### **Court of Justice of the European Union**

Rue du Fort Niedergrünwald  
L-2925 Luxembourg  
LUXEMBOURG

It is also possible to complain to the European Ombudsman. Any citizen of the European Union or any natural or legal person residing in a Member State may direct a complaint concerning instances of maladministration to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and the general conditions governing the performance of the Ombudsman's duties, published in the Official Journal of the European Union L113 of 4 May 1994:

### **European Ombudsman**

1 Avenue du Président Robert Schuman – CS 30403  
F- 67001 Strasbourg Cedex FRANCE  
<https://www.ombudsman.europa.eu>

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the European Union Civil Service Tribunal under Article 236 of the EC Treaty. Any complaint to the ombudsman must be made within two years of receiving the Authority's final position on the matter.