



## VACANCY NOTICE

### Seconded National Expert – Labour Mobility: Information provision (ELA/SNE/2024/02)

Type of contract	SNE
Duration of contract	2 years (extendable <sup>1</sup> )
Area	Information provision
Place of secondment	Bratislava, Slovakia
Deadline for applications	<del>08/03/2024</del> 22/03/2024, 12:00 (midday, CET)
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 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](http://www.ela.europa.eu).

#### **The position**

The Authority is organising a call for expression of interest for a Seconded National Expert (SNE) position in 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).**

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<sup>1</sup> 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".

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.

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 (telework) etc.;
- on the whole economy or for individual sectors, such as agriculture, tourism, transport, construction, care, meat industry 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. innovative (AI powered) digital tools, information and awareness raising campaigns, websites and print material, 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 at national and EU level etc.

## **1. Profile**

Reporting to the Head of the Information sector and under guidance of the Head of Information and EURES Unit, the SNE will contribute to developing and executing operational tasks of the Authority through the provision of specialised expertise, for instance on the free movement of labour, the posting of workers, social security coordination or social aspects of international transport, and/or on information tools and methods (such as campaigns, websites, information events etc.). Specific tasks will be assigned by the Head of Sector in cooperation with the Head of Unit based on ELA's annual work programme and business needs.

### **1.1 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 social partners and information and service providers both at EU-level (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.);

- Contributing to the development, testing and maintenance of new information channels targeting individuals, employers and social partners, e.g. innovative (AI powered) digital tools such as chatbots, web portals or applications;
- 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;
- Facilitating familiarisation, exchange and cooperation among information and service providers at national or EU level;
- Contributing to ELA's stakeholder outreach and networking in the field of Information and Services, incl. promotion of ELA's activities;
- Performing any other related task requested by the line management in the interest of the service.

#### Administration and project management

- Drafting background and working documents, concept papers, notes, briefings, presentations;
- 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, Stakeholder Group and Management Board on topics related to Information and Services;
- Contributing to ELA's work programme development in the field of Information and Services by actively participating in brainstorming meetings and discussions;
- Contributing to ELA's activity and KPI reporting related to the assigned tasks;
- Regularly participating in Team and Unit meetings to familiarise with the Unit's activities and share information about own activities with colleagues;
- Cooperating with ELA staff in other sectors/units if required by the assigned tasks;
- 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 sector<sup>2</sup>;
- 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 Union<sup>3</sup>;
- Be a national of an EU Member State.

### **3. Selection criteria**

#### **Essential:**

- Experience in tasks similar to the ones described in the “Tasks” section above;
- At least 3 years' work experience relevant to administration and project management, ideally, with a background in providing information to individuals, employers and social partners;
- Excellent drafting and oral skills in English (C1 level).

#### **Advantageous:**

- Experience in working in international and multicultural environments and/or experience in EU institutions/ agencies or in diplomatic roles;
- Knowledge about legislation under the ELA scope;
- Experience with modern information and communication tools, such as apps or chatbots.

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

- Excellent team working spirit and ability to contribute to a positive working environment;

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<sup>2</sup> 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.

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

- 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 system<sup>45</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](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.

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.

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

<sup>5</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, postmarked no later than the closing date for registration. All subsequent communication between the Commission 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.

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 in a later stage.

**Deadline for applications: 8<sup>th</sup> 22<sup>nd</sup> March 2024, 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.

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.

The assessment phase involves an interview with the selection committee and may involve 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.

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 contract signature, the successful candidate(s) will be required to provide original versions of documents proving the eligibility criteria. Candidates will be requested to submit originals or certified copies of their diploma(s) 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.

### **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.

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).

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 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 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 foreseen timeframe for the selection procedure will be updated on [ELA's website](#).

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 website.

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 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 84,8% 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**

The place of secondment is Bratislava, Slovakia. Residence within reasonable distance of ELA's office is required in accordance with the Staff Regulations (Article 20).

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, part-time work, 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 [ELA Privacy Statement on selection procedures](#).