

## Closed selection procedures (2019 – 2023)

### EF-CA-23-05 Digital Communication Officer

The deadline for application was 7 August 2023. A maximum of 12 candidates will be shortlisted and will be invited to (online) competency tests and interview with the Selection Committee in October 2023.

- Selection Committee: Chair: *Marco Veneziani*; Management Representative: *Måns Mårtensson*; Staff Representative: *Ciara Burbridge*.

*Note: A candidate (or anyone acting on their behalf) may not contact members of the Selection Committee. Any such approach to a member of the Selection Committee will result in exclusion from the selection procedure.*

Enquiries in relation to the selection procedure should be addressed to the Secretary to the Selection Committee: [recruit@eurofound.europa.eu](mailto:recruit@eurofound.europa.eu).

### EF-TA-23-04 Head of Procurement

The deadline for application was 20 July 2023. A maximum of 12 candidates will be shortlisted and will be invited to (online) competency tests and interview with the Selection Committee in late September 2023.

- Selection Committee: Chair: *Frank van Boven*; Management Representative: *Mattanja de Boer*; Staff Representative: *Barbara Gerstenberger*.

*Note: A candidate (or anyone acting on their behalf) may not contact members of the Selection Committee. Any such approach to a member of the Selection Committee will result in exclusion from the selection procedure.*

Enquiries in relation to the selection procedure should be addressed to the Secretary to the Selection Committee: [recruit@eurofound.europa.eu](mailto:recruit@eurofound.europa.eu).

### EF-TA-23-03 Digital Transformation Manager

The deadline for application was 4 July 2023. A maximum of 12 candidates will be shortlisted and will be invited to (online) competency tests and interview with the Selection Committee in late August 2023.

- Selection Committee: Chair: *Frank van Boven*; Management Representative: *Jim Halpenny*; Staff Representative: *Tina Weber*.

*Note: A candidate (or anyone acting on their behalf) may not contact members of the Selection Committee. Any such approach to a member of the Selection Committee will result in exclusion from the selection procedure.*

Enquiries in relation to the selection procedure should be addressed to the Secretary to the Selection Committee: [recruit@eurofound.europa.eu](mailto:recruit@eurofound.europa.eu).

## EF-TA-23-02 Internal Control Officer

The deadline for applications was 25 May 2023. A maximum of 12 candidates will be shortlisted and will be invited to (online) competency tests and interview with the Selection Committee in late August 2023.

- Selection Committee: Chair: *Marco Veneziani*; Management Representative: *Mattanja de Boer*; Staff Representative: *Matthias Rasche*.

*Note: A candidate (or anyone acting on their behalf) may not contact members of the Selection Committee. Any such approach to a member of the Selection Committee will result in exclusion from the selection procedure.*

Enquiries in relation to the selection procedure should be addressed to the Secretary to the Selection Committee: [recruit@eurofound.europa.eu](mailto:recruit@eurofound.europa.eu).

## EF-TR-2023-01 Graduate traineeships programme 2023

The deadline for applications was 16 April 2023. Due to the large number of applications, only shortlisted candidates will be contacted. Six-month traineeships will be offered on the basis that the candidate has the ability to participate to the extent necessary and will benefit from the experience.

For further details on the 9 profiles offered this year, please see [Information on traineeships](#).

## EF-TA-22-06 Administrative Assistant

The deadline for applications was 18 January 2023. A maximum of 30 candidates will be shortlisted and will be invited to (online) competency tests and interview with the Selection Committee in late March or early April 2023.

- Full details of Inter-Agency Selection Procedure in vacancy notice: [EN](#)
- Selection Committee: Chair: *Marco Veneziani*; Management Representative: *Linda Byrne*; Staff Representative: *Cécile Deneys*.

## EF-TA-22-05 Procurement Specialist

The deadline for applications was 24 August 2022. A maximum of 12 candidates will be shortlisted and will be invited to (online) competency tests and interview with the Selection Committee in late September or October 2022.

- Selection Committee: Chair: *Marco Veneziani*; Management Representative: *Wojciech Kostka*; Staff Representative: *Sylvaine Recorbet*.

## EF-TA-22-04 Research Officer

The deadline for applications was 31 July 2022. A maximum of 30 candidates will be shortlisted and will be invited to (online) competency tests and interview with the Selection Committee in late September or October 2022.

- Selection Committee: Chair: *Frank van Boven*; Management Representatives: *Christine Aumayr* and *Carlos Vacas*; Staff Representatives: *Dragos Adascalitei*, *Sanna Nivakoski*, *Eszter Sándor*.

## EF-TA-22-03 Legal and Internal Control Officer

The deadline for applications was 3 June 2022. A maximum of 12 candidates will be shortlisted and will be invited to (online) competency tests and interview with the Selection Committee in late August or early September 2022.

- Selection Committee: Chair: *Frank van Boven*; Management Representative: *Mattanja de Boer*; Staff Representative: *Klára Fóti*

## EF-TR-2022-01 Graduate traineeships 2022

The deadline for applications was 15 March 2022.

The post-graduate traineeship programme is addressed to recent university graduates, without excluding those who – in the framework of lifelong learning – have recently obtained their university qualification and are at the beginning of a new professional career.

Six-month traineeships will be offered on the basis that the candidate has the ability to participate to the extent necessary and will benefit from the experience. Due to budgetary restrictions this year, a small number of traineeships will most likely be offered in the second half of 2022 at the earliest. Further information is available at [Information on traineeships](#).

## EF-TA-21-05 Information and Communication Assistant

Selection Committee: Chair: *Marco Veneziani*; Management Representative: *Cristina Arigho*; Staff Representative: *Victoria Cojocariu*.

## EF-CA-21-04 Facilities Assistant

The deadline for applications was 12 October 2021. A maximum of 12 candidates will be shortlisted and will be invited to competency tests and interview with the Selection Committee in November 2021.

Selection Committee: Chair: *Frank van Boven*; Management Representative: *Colm O'Brien*; Staff Representative: *Linda Byrne*.

## EF-TA-21-03 Editor

The deadline for applications was 8 August 2021. A maximum of 15 candidates will be shortlisted and will be invited to (online) competency tests and interview with the Selection Committee in October 2021.

Selection Committee: Chair: *Marco Veneziani*; Management Representative: *Aidan McKeown*; Staff Representative: *Tina Weber*.

## EF-TA-21-02 Webmaster

The deadline for applications (extended) was 27 June 2021.

Selection Committee: Chair: *Marco Veneziani*; Management Representative: *Mary McCaughey*; Staff Representative: *Barbara Gerstenberger*.

## EF-TA-21-01 Publishing and Production Manager

Deadline for applications was 22 March 2021.

Selection Committee: Chair: *Frank van Boven*; Management Representative: *Mary McCaughey*; Staff Representative: *Christian Welz*.

## EF-TA-20-04 Digital Data Manager

Deadline for applications was 2 November 2020.

Selection Committee: Chair: *Frank van Boven*; Management Representative: *Mary McCaughey*; Staff Representative: *Tadas Leončikas*.

## EF-CA-20-03 Research Support Officer – Data Management

Deadline for applications was 19 October 2020.

Selection Committee: Chair: *Barbara Gerstenberger*, Management Representative: *Christine Aumayr*, Staff Representative: *Stijn van de Vyver*.

## EF-CA-20-02 Facilities Assistant

Deadline for applications was 7 April 2020.

Selection Committee: Chair: *Frank van Boven*, Management Representative: *Markus Grimmeisen*, Staff Representative: *Colm O'Brien*.

## Executive Director (COM/2019/20046)

Eurofound is an agency of the European Union, based in Dublin, Ireland which provides knowledge to assist in the development of social and work-related policies for key actors in the field of EU social policy and for the citizens of Europe. Eurofound is looking for a new Executive Director to lead its multidisciplinary team of professionals. This post will become vacant in December 2020 on the completion of the maximum 10-year term of the current Executive Director.

The deadline for application was 13 December 2019.

## Human Resources Project Officer (EF-CA-19-05)

The deadline for applications was 24 November 2019.

Selection Committee: Chair: *Frank van Boven*, Management Representative: *Massimiliano Mascherini*, Staff Representative: *Eszter Sándor Dankházi*.

## Research Officer (EF-TA-19-04)

The deadline for applications was 24 October 2019.

Selection Committee: Chair: *Frank van Boven*, Management Representatives: *Daphne Ahrendt & Martina Bisello*, Staff Representatives: *Hans Dubois & Franz Eiffe*.

## Human Resources Systems Officer (EF-TA-19-03)

The deadline for applications was 14 June 2019.

Selection Committee: Chair: *Frank van Boven*, Management Representative: *Mattanja de Boer*, Staff Representative: *Jorge Cabrita*.

## Deputy Director (EF-TA-19-02)

The deadline for applications was 29 March 2019.

Selection Committee: Chair: *Erika Mezger*, Deputy Director, Eurofound; Management Representative: *Mara Brugia*, Acting Director of Cedefop; Staff Representative: *Robert Anderson*, Head of Unit – Social Policies; Human Resources Observer: *Frank van Boven*, Head of HR.

## Research Support Officer – Representativeness Studies (EF-CA-19-01)

The deadline for applications was 8 March 2019.

Selection Committee: Chair: *Frank van Boven*, Management Representative: *Peter Kerckhofs*, Staff Representative: *Valentina Patrini*.

EUROPEAN FOUNDATION FOR THE IMPROVEMENT OF  
LIVING AND WORKING CONDITIONS (EUROFOUND)

NOTICE OF OPEN SELECTION PROCEDURE:

Job title	<b>Research Officer</b>
Reference	EF-TA-22-04
Type of contract	Temporary agent 2f <sup>(1)</sup>
Function group/grade	AD 5
Initial contract duration	5 years, renewable
Place of employment	Dublin, Ireland
Deadline for applications:	<b>31.07.2022</b>

## I. AGENCY INFORMATION

Eurofound is an agency of the European Union, based in Dublin, Ireland which provides knowledge to assist in the development of social, employment and work-related policies for key actors in the field of EU social policy and for the citizens of Europe. For more information on Eurofound's activities, please visit the website: [www.eurofound.europa.eu](http://www.eurofound.europa.eu).

Eurofound applies a policy of equal opportunities and non-discrimination in accordance with article 1(d) of the Staff Regulations and accepts applications without distinction on any grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

## II. CANDIDATE PROFILE – IS THIS JOB FOR YOU?

If social research is your passion and the word 'comparative' makes it even more attractive, this could be the ideal job for you. Check the questions below and if you answer 'yes' to some or all of them, you should definitely apply.

- Does 'improving living and working conditions' immediately trigger ideas on what the main challenges are and what research is needed to tackle those challenges?
- Do you enjoy collecting and analysing data and extracting findings that can support policy decisions?
- Are you keen to help find policy solutions to the challenges posed by the triple transition (of climate, digital and demographic change)?
- Are you interested in investigating regional and social cohesion in the European Union and its Member States?
- Do you enjoy tackling complex issues and breaking them down into manageable research steps as part of a multidisciplinary team?
- Are you proficient in working with large sets of data or qualitative information and do you enjoy experimenting with new research tools and software?

<sup>(1)</sup> see Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

### **III. JOB CONTEXT & DUTIES**

Research staff at Eurofound can be nominated to one of 3 research units: Employment; Working Life; and Social Policies and are involved in formulation, coordination and management of European-wide studies, surveys, publications and other projects.

Based in one of the research units and reporting to a line manager, the duties of the role will be:

- to assist in the design and conceptualisation phase of research projects;
- to conduct research, applying quantitative or qualitative research methodologies, or a combination of both (incl. field research if required by the project design), either solely or as part of a team;
- to contribute to drafting research outputs, considering the different requirements related to different output formats (e.g. styles and target group orientation in research reports, policy briefs, working papers, blogs etc.);
- to assist in drafting tender specifications and to participate in tender evaluations;
- to assist in the management of research projects including liaising with contractors and - if appropriate – to manage research projects under guidance;
- to review and assess deliverables of contractors or other contributors to research outputs;
- to contribute to updating and maintaining Eurofound's databases, and to contribute to their further development regarding content quality, work organisation/processes and user-friendliness;
- to contribute to Eurofound's work programme development by generating policy-relevant project ideas and giving constructive feedback to the ideas of others;
- to prepare, participate in and organise conferences, workshops and other meetings and ensure reporting from these events;
- to present the work of Eurofound to both internal and external audiences;
- to liaise and cooperate closely with colleagues in research and in other Units;
- other duties as required by the Head of Unit / line manager.

### **IV. QUALIFICATIONS AND EXPERIENCE REQUIRED**

The selection procedure is open to candidates who, by the closing date for applications, fulfil the following conditions:

#### **1. Eligibility criteria**

- Citizenship of one of the Member States of the European Union, entitled to full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;



- Have a thorough knowledge of one official language of the European Union and a satisfactory knowledge (level B2) of another language of the Union. As English is the daily working language of Eurofound, proficiency in English is required to a level necessary for the performance of the duties (level C1);<sup>2</sup>
- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more; or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years;
- University degree, preferably in sociology, economics, political science, business studies, statistics, psychology, labour law, industrial relations or related areas.

## 2. Selection criteria

Candidates will be shortlisted for testing and interviews on the basis of the following criteria:

- A minimum of 2 years relevant experience in applied research and/or policy experience related to one or more of the following areas: labour market, working conditions, industrial relations and social dialogue, living conditions and quality of life, legal issues related to employment relations and social policy;
- Proven expertise in one or more of the following: qualitative research methods; quantitative research methods; policy evaluation; policy design and implementation;
- Evidence of good writing skills and good oral communication skills in English, applying different formats and targeting different audiences.

In addition to the above, candidates who are invited for testing and interview will be assessed based on the following criteria:

- Awareness of new research topics and research methodologies;
- Knowledge of EU policy in relation to Eurofound's work and EU Institutions;
- Project management experience - ideally related to research (incl. assistance to project management).

and:

- Ability to manage own workload and work without close supervision;
- Ability to think creatively;
- Active interest in learning and developing own skills;
- Ability to work effectively in / lead project teams;
- Strong interpersonal skills;
- Ability to work and deliver to tight deadlines;
- Good problem-solving skills;
- Good attention to detail;
- Experience of working in an international or multicultural environment and with multidisciplinary teams.

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<sup>2</sup> Please note that under the Staff Regulations & Conditions of Employment, proficiency in a 3<sup>rd</sup> language is required before promotion to a higher grade.

Candidates must be able to prove that they meet the conditions for admission by means of appropriate documents (copies of diplomas, education and work certificates, etc.).

#### **V. IMPORTANT INFORMATION FOR CANDIDATES**

The successful candidate will be recruited as Temporary Agent 2f (AD5), initially on a 5-year fixed-term contract.

The place of employment is Dublin and residence within reasonable distance of Eurofound's office will be required in accordance with the Staff Regulations (Article 20).

Candidates will be shortlisted and those considered most suitable (a maximum of 30 candidates) (achieving a minimum of 70% in the shortlisting process) will be invited for written tests and for interview with the Selection Committee.

More details of the screening, interviewing and testing processes as well as conditions of employment and the data protection policy - are outlined on [Eurofound's website](#). Candidates are strongly advised to read this information carefully.

Applications must be submitted through the online recruitment system via Eurofound's [vacancies page](#) and should be completed in English which is the daily working language of Eurofound.

In order to be considered, applications must be received before 23:55 (GMT) on 31.07.2022.

## NOTICE OF OPEN SELECTION PROCEDURE

Job title	Human Resources Systems Officer
Reference	EF-TA-19-03
Type of contract	Temporary agent 2f <sup>(1)</sup>
Function group/grade	AD 6
Initial contract duration	5 years renewable
Place of employment	Dublin, Ireland
Deadline for applications:	<b>14.06.2019</b>

### I. AGENCY INFORMATION

Eurofound is an agency of the European Union, based in Dublin, Ireland which provides knowledge to assist in the development of social, employment and work-related policies for key actors in the field of EU social policy and for the citizens of Europe. For more information on Eurofound's activities, please visit the website: [www.eurofound.europa.eu](http://www.eurofound.europa.eu).

Eurofound applies a policy of equal opportunities and non-discrimination in accordance with article 1(d) of the Staff Regulations and accepts applications without distinction on any grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

### II. JOB CONTEXT

The role-holder, who will report to the Head of HR, will:

- coordinate HR projects for the development and improvement of HR systems and processes;
- assist the Head of HR in development of a HR strategic model aligned to the business needs, the communication of HR policies and further development of people management in Eurofound.

### III. DUTIES

Reporting to the Head of HR, the duties of the role will be:

- to implement and manage HR information systems and projects, including:
  - Project management of migration to the Sysper (HR information) system;
  - Development and maintenance of the HR intranet site;
- further automation of mainstream HR processes;

<sup>(1)</sup> see Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

- lead the development of HR analytics to maximise the value of HR to the business of the Agency;
- to analyse organisational and work processes and propose solutions to optimise human and other resources;
- to develop HR policies that will enhance the effectiveness of Eurofound, while promoting staff motivation and engagement;
- to assist in management of staff relations;
- to administer the Staff Regulations;
- to manage recruitment of staff, where requested;
- to deputise for the Head of HR, as required;
- other duties as may be assigned.

#### **IV. QUALIFICATIONS AND EXPERIENCE REQUIRED**

The selection procedure is open to candidates who, by the closing date for applications, fulfil the following conditions:

##### **1. Eligibility criteria**

- Citizenship of one of the Member States of the European Union, entitled to full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Have a thorough knowledge of one official language of the European Union and a satisfactory knowledge (level B2) of another language of the Union. As English is the daily working language of Eurofound, proficiency in English is required to a level necessary for the performance of the duties (level C1).
- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more; or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years;
- University degree, preferably in HR Management or Business - or relevant post-graduate qualification;
- A minimum of 3 years relevant experience in the area of Human Resources;

##### **2. Selection criteria**

All candidates will be shortlisted for testing and interviews on the basis of the following criteria:

- Experience of developing and implementing IT-based and other HR systems;
- Knowledge of and experience in developing HR interventions;
- High level of IT skills, preferably in MS Office; Web Authoring applications; databases;
- Experience in a customer support role, preferably as HR Business Partner;

In addition to the above, candidates who are invited for testing and interview will be assessed based on the following criteria:

- Excellent oral communication, facilitation and presentation skills;
- Systematic approach to work with good attention to detail;
- Capacity to handle administrative and routine work, with ability to work comfortably with legal and administrative rules and procedures;
- Experience of working in an international or multicultural environment.
- Good numerical skills and the ability to interpret statistical information;
- Very good analytical and conceptual skills;
- Good knowledge of the EU and its HR regulatory framework.

Candidates will also be expected to have the following competencies:

- Ability to manage own workload and work without close supervision;
- Creativity and innovation;
- Active interest in new research topics;
- Flexibility and ability to learn fast;
- Strong interpersonal skills;
- Very good oral and presentation skills in English;
- Ability to work and deliver to tight deadlines;
- Good problem-solving skills;
- Good attention to detail.

## **V. IMPORTANT INFORMATION FOR CANDIDATES**

The successful candidate will be recruited as Temporary Agent 2f (AD6), initially on a 5-year fixed-term contract. In the case of a UK candidate, the contract may include a 'Brexit' clause.

The place of employment is Dublin and residence within reasonable distance of Eurofound's office will be required in accordance with the Staff Regulations (Article 20).

Candidates will be shortlisted and those considered most suitable (a maximum of 12 candidates) (achieving a minimum of 70% in the shortlisting process) will be invited for written tests and for interview with the Selection Committee.

More details of the screening, interviewing and testing processes as well as conditions of employment and the data protection policy - are outlined on [Eurofound's website](#). Candidates are strongly advised to read this information carefully.

Applications must be submitted through the online recruitment system via Eurofound's [vacancies page](#) and should be completed in English which is the daily working language of Eurofound.

In order to be considered, applications must be received before 23:55 (GMT) on 14.06.2019.

EUROPEAN FOUNDATION FOR THE IMPROVEMENT OF  
LIVING AND WORKING CONDITIONS (EUROFOUND)

NOTICE OF OPEN SELECTION PROCEDURE:

**Legal & Internal Control Officer**

Reference	EF-TA-22-03
Type of contract	Temporary Agent (TA2f) <sup>1</sup>
Function group/grade	AD 6
Initial contract duration	5 years (renewable)
Place of employment	Dublin, Ireland
Deadline for applications:	03.06.2022

## I. AGENCY INFORMATION

Eurofound is an agency of the European Union, based in Dublin, Ireland which provides knowledge to assist in the development of social and work-related policies for key actors in the field of EU social policy and for the citizens of Europe. For more information on Eurofound's activities, please visit: [www.eurofound.europa.eu](http://www.eurofound.europa.eu).

Eurofound is organising an open selection and recruitment procedure to establish a reserve list from which to recruit an experienced and well-qualified candidate to the role of:

***Legal & Internal Control Officer***

Eurofound applies a policy of equal opportunities.

## II. JOB CONTEXT & DUTIES

Based in the Organisational Support Unit, the Legal & Internal Control Officer will contribute to the accomplishment of Eurofound's objectives and its operational and administrative activities by:

- advising on the interpretation and implementation of the relevant legal frameworks and
- supporting effective control and assurance processes.

The duties of the post include:

*Legal advice and consultation:*

- Providing input in respect of all legal aspects relevant to the functioning of Eurofound, including on matters related to staff and financial regulations, governance structure, data protection, contractual matters including intellectual property rights.
- Drafting legal opinions and documents on the application and interpretation of Eurofound's legal framework as well as any other applicable legal provisions of Union law.
- Drafting decisions of the Management Board or other bodies of Eurofound's governance structure.
- Contributing to the preparation and implementation of arrangements with other Union institutions and bodies, and other external partners.
- Cooperating with external legal advisors; including those that may represent the Agency in litigation before the Court of Justice of the European Union.

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<sup>1</sup> see Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

#### *Internal control:*

- Working with the Internal Control Coordinator to implement, monitor and assess the Internal Control Framework (ICF) and its effective application in Eurofound.
- Contributing to the development of standards, methodologies, documentation and tools required for the functioning, maintenance and monitoring of the ICF.
- Supporting the follow-up of the actions stemming from management decisions and internal and external audits.

#### *Data Protection*

- Acting as Eurofound's Data Protection Officer upon appointment by the Executive Director.
- Processing of notifications to European Data Protection Supervisor (EDPS) on data processing operations.
- Preparing policies and guidelines regarding data protection.
- Liaising with the EDPS.

#### *General*

- Collaborating with staff in achieving compliance with regard to the legal framework, internal control and data protection.
- Providing training and coaching in general compliance; internal control, and data protection.
- Representation of Eurofound in and cooperating with inter-agency networks on legal matters, data protection and internal control.
- Other tasks assigned by the Head of Unit.

### **III. QUALIFICATIONS AND EXPERIENCE REQUIRED**

The selection procedure is open to candidates who, by the closing date for applications, fulfil the following conditions:

#### **1. ELIGIBILITY CRITERIA**

- Citizenship of one of the Member States of the European Union, entitled to full rights as a citizen;
- have fulfilled any obligations imposed by the laws concerning military service;
- have a thorough knowledge of one official language of the European Union and a satisfactory knowledge (level B2) of another language of the Union. As English is the daily working language of Eurofound, a high level of proficiency in English (C1) is required to a level necessary for the performance of the duties<sup>2</sup>.
- at least a level of education which corresponds to completed university studies of at least three years attested by a diploma.
- At least three years professional experience following graduation.

#### **2. SELECTION CRITERIA**

Candidates will be shortlisted on the basis of the following criteria:

- University degree in law, with a focus in some or all of: administrative law, EU law and data protection;
- At least three years' experience in areas of relevance to this role, such as data protection, internal control, internal audit and legal practice;
- Experience of administrative and routine work and evidence of a clear understanding of the duties in the area of legal advice and consultation

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<sup>2</sup> Please note that under the Staff Regulations & Conditions of Employment, proficiency in a 3<sup>rd</sup> language is required before promotion to a higher grade.

- Experience of administrative and routine work and evidence of a clear understanding of the duties in the area of Internal Control and Data Protection.

In addition to the above, candidates who are invited for testing and interview will be assessed on the basis of the following criteria:

- Excellent writing and drafting skills;
- Excellent verbal communication skills;
- Very good analytical skills;
- Knowledge of EU Staff Regulations;
- Knowledge of EU Internal Control Framework;
- The ability to work comfortably with legal and administrative rules and procedures;
- Dynamic and self-motivated attitude with the ability to cope concurrently with several tasks while having very good attention to detail and to work to deadlines under pressure;
- Good level of proficiency in Microsoft applications;
- Well-developed customer service, facilitation and interpersonal skills;
- Ability to work effectively in an international or multi-cultural environment;
- Capacity to work independently and to work with others in teams as necessary.

Proof of meeting eligibility criteria - by means of appropriate documents (copies of educational certificates, references from employers, etc.) - must be provided if requested.

#### **IV. ORGANISATION OF THE SELECTION PROCEDURE**

The Legal & Internal Control Officer will be recruited as Temporary Agent on an initial contract of 5 years, which may be renewed. The grading and remuneration of Temporary Agents are the same as those in the European Commission.

The place of employment is Dublin and residence within reasonable distance of Eurofound's office will be required in accordance with the Staff Regulations (Article 20).

Candidates will be shortlisted and those considered most suitable (a maximum of 12 candidates achieving a minimum of 70% in the shortlisting process) will be invited for written tests – 2<sup>nd</sup> EU language and competency tests - and for interview with the Selection Committee. Tests and interviews are likely to take place (online) in late August / early September 2022.

More details of the screening, interviewing and testing processes as well as conditions of employment - are outlined on [Eurofound's website](#). *Candidates are strongly advised to read this information carefully.*

Applications must be submitted through the online recruitment system via Eurofound's [vacancies page](#) and should be completed in English which is the daily working language of Eurofound.

In order to be considered, applications must be received before 23:55 (GMT) on 03.06.2022.



EUROPEAN FOUNDATION FOR THE IMPROVEMENT OF  
LIVING AND WORKING CONDITIONS (EUROFOUND)

NOTICE OF OPEN SELECTION PROCEDURE:

Reference	EF-TA-22-06
Type of contract	Temporary Agent <sup>1</sup>
Function group/grade	AST 2
Initial contract duration	5 years (renewable)
Place of employment	Dublin, Ireland
Deadline for applications:	18.01.2023

## I. AGENCY INFORMATION

Eurofound is an agency of the European Union, based in Dublin, Ireland which provides knowledge to assist in the development of social and work-related policies for key actors in the field of EU social policy and for the citizens of Europe. For more information on Eurofound's activities, please visit: [www.eurofound.europa.eu](http://www.eurofound.europa.eu).

Eurofound is committed to diversity and inclusion in the workplace. As a knowledge organisation it fosters life-long learning opportunities for the development of its employees, in alignment with the organisation's principles and objectives: the improvement of living and working conditions. We are serious about environmental sustainability and - in 2021 - introduced an environmental management system to be registered under the EU Eco-Management and Audit Scheme (EMAS).

Eurofound is organising an open selection and recruitment procedure to establish a reserve list from which to recruit a candidate to the role of:

### ADMINISTRATIVE ASSISTANT

Applications from professionals all over the European Union are welcome in line with Eurofound's equal opportunities policy. We are committed to achieving diversity, as the diversity of Eurofound's staff is essential to the Agency's success.

The place of employment is Dublin and residence within reasonable distance of Eurofound's office will be required in accordance with the Staff Regulations (Article 20).

This procedure is being run in parallel with an Inter-Agency Selection Procedure. Candidates are asked to specify on the application form for which procedure they are applying.

## II. JOB CONTEXT & DUTIES

We are looking for an administrative assistant who has experience in providing administrative and organisational support to people at all levels, both internally and externally. To succeed in the role, strong organising and IT skills are essential as well as ability and readiness to learn new tools and technologies. The ideal candidate is highly motivated and experienced, customer-oriented with excellent communication skills. Ability to work in a team but also independently is essential to the role. Ability to take initiative, flexibility, good social skills and positive attitude will help in executing the role and tasks.

Administrative Assistants could be placed in any of the units of Eurofound to provide administrative support to their teams.

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<sup>1</sup> see Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

Depending on the area of assignment, the duties of the post may include any or all of the following:

- Provision of general administrative, technical and organisational support to the relevant Unit and across Units;
- Support financial processes: budget planning, monitoring and reporting, financial documentation, contract management, reimbursements, invoices;
- Support for management of projects: budgets, tendering, contracting, progress reporting, monitoring deadlines;
- Contributing to IT system development: testing, training, documentation;
- Organisation and support for internal and external meetings;
- Coordinating incoming and outgoing internal and external communications;
- Supporting preparation of reports, presentations and other documents;
- Electronic document and database management;
- Supporting processes and workflows, and planning, reporting and monitoring activities;
- Other duties and responsibilities that may be assigned.

Candidates may be assigned to work in any Unit of Eurofound including the following:

- Directorate;
- Research;
- Information & Communication;
- Resources (Finance, Human Resources, Management board secretariat);
- Organisational Support (procurement and project management support);
- Information & Communication Technology.

### **III. QUALIFICATIONS AND EXPERIENCE REQUIRED**

#### **1. ELIGIBILITY CRITERIA**

The selection procedure is open to candidates who, by the closing date for applications, fulfil the following conditions:

- citizenship of one of the Member States of the EU, entitled to full rights as a citizen;
- have fulfilled any obligations imposed by the laws concerning military service;
- have a thorough knowledge of one official language of the European Union and a satisfactory knowledge (level B2) of another language of the Union to the extent necessary for the performance of the duties. As English is the daily working language of Eurofound, a high level (C1) of proficiency in English is required;<sup>2</sup>
- at least a level of post-secondary education attested by a diploma,  
or
- at least a level of completed secondary education and appropriate full time professional experience of at least 3 years;
- 3 years of relevant professional experience following the criterion above;
- meet the personal and professional requirements for the duties involved;
- be physically fit to perform the duties of the post described above.

#### **2. SELECTION CRITERIA**

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<sup>2</sup> Please note that under the Staff Regulations & Conditions of Employment, proficiency in a 3rd language is required before promotion to a higher grade.

Candidates will be shortlisted on the basis of the following criteria:

- Experience in providing similar support to financial or project related processes;
- Evidence of capacity to handle administrative and routine work, and of a clear understanding of what a support role entails;
- Demonstrate ability to develop a good knowledge of rules and administrative procedures;
- Experience of minute-taking and preparation of official documents in English.

Candidates who are called for testing and interviewing will, in addition to the above criteria, be assessed on the basis of the following:

- Good interpersonal and communication skills, with customer service orientation;
- Experience of working with one or more of the following IT programs: Microsoft applications, databases, document management systems, project management packages, customer relation software (CRM), social media, financial applications;
- Ability to work independently;
- Good analytical skills and comfortable with processing of numerical information;
- Experience of working effectively in an international or multi-cultural environment;
- Experience of working effectively in a team and ability to contribute to a positive working environment;
- The ability to carry out work efficiently and accurately, even under pressure;
- The ability to deal with a range of tasks at the same time;
- Experience of using EU IT tools will be considered an advantage (e.g. ABAC; MIPS; SYSPER);
- Commitment to providing high quality support to colleagues and to meeting deadlines;
- An awareness of the need to handle confidential issues sensitively.

Proof of meeting eligibility criteria - by means of appropriate documents (copies of educational certificates, references from employers, etc.) - must be provided if requested.

#### IV. ORGANISATION OF THE SELECTION PROCEDURE

The Administrative Assistant will be recruited as Temporary Agent on an initial contract of 5 years, which may be renewed. Reference for grading and remuneration of Temporary Agents can be found in the Staff Regulations.

Applications must be submitted through the online recruitment system via Eurofound's vacancies page and should be completed in English which is the daily working language of Eurofound.

Candidates will be shortlisted and those considered most suitable (a maximum of 30 candidates achieving a minimum of 70% in the shortlisting process) will be invited for written tests – 2nd EU language test and competency test (pass mark 60%) - and for interview (pass mark 70%) with the Selection Committee. Tests and interviews are likely to take place (online) in late March 2023.

More details of the screening, interviewing and testing processes - as well as conditions of employment - are outlined on [Eurofound's website](#). **Candidates are strongly advised to read this information carefully.**

In order to be considered, applications must be received before 23:55 (GMT) on 18.01.2023.

EUROPEAN FOUNDATION FOR THE IMPROVEMENT OF  
LIVING AND WORKING CONDITIONS (EUROFOUND)

NOTICE OF OPEN SELECTION PROCEDURE:

**Research Support Officer – Data Management**

Reference	EF-CA-20-03
Type of contract	Contract Agent
Function group/grade	IV, grades 13, 14 or 16
Initial contract duration	3 years (renewable)
Place of employment	Dublin, Ireland
Deadline for applications:	19.10.2020

**I. AGENCY INFORMATION**

Eurofound is an agency of the European Union, based in Dublin, Ireland which provides knowledge to assist in the development of social and work-related policies for key actors in the field of EU social policy and for the citizens of Europe. For more information on Eurofound's activities, please visit: [www.eurofound.europa.eu](http://www.eurofound.europa.eu).

Eurofound is organising an open selection and recruitment procedure to establish a reserve list from which to recruit a well-qualified candidate to the role of:

**Research Support Officer – Data Management**

Eurofound applies a policy of equal opportunities.

**II. CANDIDATE PROFILE – IS THIS JOB FOR YOU?**

If the word meta-data doesn't scare you and if you answer **yes** to most or all of the following questions, this could be the ideal job for you.

- When you see graphs displaying data or information, are you immediately interested in how they were generated?
- Are you proficient at juggling large sets of data and information?
- Do you enjoy experimenting with new and emerging tools and software?
- Can you set up databases, update them efficiently and retrieve tailored information with a click?
- Have you worked with data and information related to the world of work?

**III. JOB CONTEXT & DUTIES**

The way we organise work is changing constantly, e.g. work carried out via online platforms, development of collective bargaining and – most pertinently – the current challenge for governments and social partners to cushion the social and economic impacts of the COVID-19 pandemic.

The Research Support Officer – Data Management will be based in Eurofound's Research area and will work across research activities, but primarily in the areas of working life and employment. A

key responsibility will be the ongoing development and maintenance of Eurofound's online resources. These include quantitative and qualitative databases and online datasets and the monitoring and web scraping tools that feed into those resources. The successful candidate will be able to work independently while providing hands-on support and expertise to the research teams in data-related aspects and liaising on an ongoing basis with Eurofound's Information & Communication and ICT units.

The duties of the post include:

- Ongoing collection, quality control and integration in Eurofound's online resources of quantitative and qualitative data and information related to the world of work, stemming from statistical and other sources across Europe;
- Provision of data and basic data analysis for Eurofound's research feeding into a variety of projects and products in the area of industrial relations, working conditions and employment;
- Participation in the development of new monitoring tools and online resources - and improvement, maintenance and update of existing ones;
- Identifying suitable content across internal and external websites and sources from Eurofound's network of correspondents or other sources (research, policy publications, events, initiatives and institutions, social media, digital media monitoring) for upload to online resources, including quality control and tagging of information;
- Supporting dissemination of research findings from the online resources by carrying out small analyses and drafting of blog pieces or short articles, in line with the corporate communication strategy;
- Ongoing liaison with external actors, such as statistical service providers or contractors and in particular with the network of Eurofound's correspondents;
- Ongoing liaison with colleagues in Eurofound, such as different project teams, the web team, the Information & Communication Unit and the ICT department;
- Other tasks, as instructed by Head of Unit.

#### **IV. QUALIFICATIONS AND EXPERIENCE REQUIRED**

The selection procedure is open to candidates who, by the closing date for applications, fulfil the following conditions:

##### **1. ELIGIBILITY CRITERIA**

- Citizenship of one of the Member States of the European Union, entitled to full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Have a thorough knowledge of one official language of the European Union and a satisfactory knowledge (level B2) of another language of the Union. As English is the daily working language of Eurofound, proficiency in English is required to a level necessary for the performance of the duties (level C1).
- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more; or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years attested by a diploma in data analysis, information management, sociology, economics, political science, business studies, information technology or related areas.

## 2. SELECTION CRITERIA

- Previous experience in a similar role.
- Experience in the management of quantitative and qualitative data and information, manipulation and extraction, including identification of relevant data, quality control, data checking and cleaning, organising and analysing databases.
- Technical skills that assist data gathering, management and analysis such as: software for quantitative and qualitative analysis, (e.g. SPSS, Stata, R, Nvivo); Data management and analysis software and applications (e.g. Excel, PowerBI, Tableau); programming skills (e.g. Python, SQL, VBA); web-survey tools (for example Survey Monkey, Qualtrics, etc.).
- Experience of dissemination of research results, e.g. drafting articles, presenting to different audiences or producing data visualisations.

In addition to the above, candidates who are invited for testing and interview will be assessed on the basis of the following criteria:

- Experience in updating/maintaining web content;
- Experience in updating/maintaining databases;
- Knowledge and understanding of national and international statistics relevant to the work of Eurofound;
- Good communication, cooperation and team working skills;
- Good writing skills;
- Experience with working in a European or multicultural environment;
- Ability to maintain the sensitivity, confidentiality and ethical integrity of data;
- Attention to detail;
- Ability to work flexibly and adapt as necessary to the demands of multiple projects with excellent time management and organisational skills;
- Ability to adapt and cope with working in different teams;
- Ability to work independently;
- Enthusiasm for development of existing tools, methods and topics and curiosity for exploration;
- Openness and interest in learning and further development.

Candidates must be able to prove that they meet the conditions for admission by means of appropriate documents (copies of diplomas, certificates from university authorities and employers, etc.).

## **V. ORGANISATION OF THE SELECTION PROCEDURE**

The Research Support Officer will be recruited as Contract Agent (FG IV, grade 13, 14 or 16) on an initial contract of 3 years, which may be renewed. Conditions of employment are based on the Staff Regulations of the European Communities and Conditions of Employment of other Servants.

The place of employment is Dublin and residence within reasonable distance of Eurofound's office will be required in accordance with the Staff Regulations (Article 20).

Candidates will be shortlisted and those considered most suitable (a maximum of 12 candidates achieving a minimum of 70% in the shortlisting process) will be invited for written tests and for

interview with the Selection Committee. Due to Covid-19 restrictions, interviews and tests will be organised remotely.

More details of the screening, interviewing and testing processes as well as conditions of employment - are outlined on [Eurofound's website](#). **Candidates are advised to read this information carefully.**

#### *Appeals*

If an applicant considers that he/she has been adversely affected by a particular decision during the selection process leading up to the appointment decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations as outlined on Eurofound's website.

#### *Data protection*

Eurofound ensures that applicants' personal data are processed in accordance with 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, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No. 45/2001 and Decision No. 1247/2002/EC (OJ L 295, 21.11.2018, p. 39-98).

More information on how we process your personal data may also be found on the website.

Applications must be submitted through the online recruitment system via Eurofound's [vacancies page](#) and should be completed in English which is the daily working language of Eurofound.

In order to be considered, applications must be received before 23:55 (GMT) on **19.10.2020**.

EUROPEAN FOUNDATION FOR THE IMPROVEMENT OF  
LIVING AND WORKING CONDITIONS (EUROFOUND)

NOTICE OF OPEN SELECTION PROCEDURE:

**Facilities Assistant**

Reference	EF-CA-21-04
Type of contract	Contract Agent
Function group/grade	II, grades 4 or 5
Initial contract duration	3 years (renewable)
Place of employment	Dublin, Ireland
Deadline for applications:	12.10.2021

## **I. AGENCY INFORMATION**

Eurofound is an agency of the European Union, based in Dublin, Ireland which provides knowledge to assist in the development of social and work-related policies for key actors in the field of EU social policy and for the citizens of Europe. For more information on Eurofound's activities, please visit: [www.eurofound.europa.eu](http://www.eurofound.europa.eu).

Eurofound is organising an open selection and recruitment procedure to establish a reserve list from which to recruit a well-qualified candidate to the role of:

**Facilities Assistant**

Eurofound applies a policy of equal opportunities.

## **II. JOB CONTEXT & DUTIES**

The Facilities Assistant will be based in the small Facilities team as part of Eurofound's Resources unit. The duties of the role will be operational facilities work and coordination, building and site maintenance, driving duties and support for sustainability and environmental management, including EMAS certification.

Main responsibilities of the post include:

- Operational facilities work such as small repairs, move of furniture, inventory registration and control, garden works;
- Driving duties, upkeep of company vehicle;
- Placing orders and supervision of works via the facilities contractor's helpdesk;
- Certifying correct invoices against work schedule, contract stipulations and work dockets;
- Support sustainability and environmental management of facilities including EMAS certification;
- Contributing to tender specifications for new procurement procedures and processing of procurement files;
- Back-up for colleagues of the Facilities team;
- Other duties and responsibilities that may be assigned by the Head of Unit.



### III. QUALIFICATIONS AND EXPERIENCE REQUIRED

The selection procedure is open to candidates who, by the closing date for applications, fulfil the following conditions:

#### 1. ELIGIBILITY CRITERIA

- Citizenship of one of the Member States of the European Union, entitled to full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Have a thorough knowledge of one official language of the European Union and a satisfactory knowledge (level B2) of another language of the Union. As English is the daily working language of Eurofound, proficiency in English is required to a level necessary for the performance of the duties (level B2).
- a level of post-secondary education attested by a diploma, or
- a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years, or
- in exceptional circumstances and where justified in the interest of the service, professional training or professional experience of an equivalent level (related to the nature of the tasks and qualifications indicated in the Job Description).

#### 2. SELECTION CRITERIA

- At least three years' experience in a similar Facilities operations role, in addition to any experience counted under eligibility;
- Experience in building / site repairs and maintenance;
- Experience in engaging and negotiating with contractors;
- Full, clean (Category B) driving licence and experience of driving.

In addition to the above, candidates who are invited for testing and interview will be assessed on the basis of the following criteria:

- Good numerical skills and experience with budget administration;
- Satisfactory knowledge of MS Office applications, (particularly Word, Excel);
- Experience of working effectively in a team;
- Well-developed interpersonal and communication skills;
- Systematic approach to work with good attention to detail;
- Experience with working in an international or multicultural environment;
- Ability to work flexibly and adapt as necessary to the demands of multiple projects with good time management and organisational skills.

Candidates must be able to prove that they meet the conditions for admission by means of appropriate documents (copies of diplomas, certificates from university authorities and employers, etc.).

#### IV. ORGANISATION OF THE SELECTION PROCEDURE

The Facilities Assistant will be recruited as Contract Agent (FG II, grade 4 or 5) on an initial contract of 3 years, which may be renewed. Conditions of employment are based on the Staff Regulations of the European Communities and Conditions of Employment of other Servants.

The place of employment is Dublin and residence within reasonable distance of Eurofound's office will be required in accordance with the Staff Regulations (Article 20).

Candidates will be shortlisted and those considered most suitable (a maximum of 12 candidates achieving a minimum of 70% in the shortlisting process) will be invited for written tests and for interview with the Selection Committee. Due to Covid-19 restrictions, interviews and tests will be organised remotely.

More details of the screening, interviewing and testing processes as well as conditions of employment - are outlined on [Eurofound's website](#). ***Candidates are advised to read this information carefully.***

##### *Appeals*

If an applicant considers that he/she has been adversely affected by a particular decision during the selection process leading up to the appointment decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations as outlined on Eurofound's website.

##### *Data protection*

Eurofound ensures that applicants' personal data are processed in accordance with 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, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No. 45/2001 and Decision No. 1247/2002/EC (OJ L 295, 21.11.2018, p. 39-98).

More information on how we process your personal data may also be found on the website.

Applications must be submitted through the online recruitment system via Eurofound's [vacancies page](#) and should be completed in English which is the daily working language of Eurofound.

In order to be considered, applications must be received before 23:55 (GMT) on 12.10.2021.

## NOTICE OF OPEN SELECTION PROCEDURE

Job title	Research Officer
Reference	EF-TA-19-04
Type of contract	Temporary agent 2f <sup>(1)</sup>
Function group/grade	AD 5
Initial contract duration	5 years renewable
Place of employment	Dublin, Ireland
Deadline for applications:	<b>24.10.2019</b>

### I. AGENCY INFORMATION

Eurofound is an agency of the European Union, based in Dublin, Ireland which provides knowledge to assist in the development of social, employment and work-related policies for key actors in the field of EU social policy and for the citizens of Europe. For more information on Eurofound's activities, please visit the website: [www.eurofound.europa.eu](http://www.eurofound.europa.eu).

Eurofound applies a policy of equal opportunities and non-discrimination in accordance with article 1(d) of the Staff Regulations and accepts applications without distinction on any grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

### II. JOB CONTEXT

Research staff at Eurofound can be nominated to one of 3 research units: Employment; Working Life; and Social Policies and are involved in formulation, coordination and management of European-wide studies, surveys, publications and other projects.

### III. DUTIES

Based in one of the research units and reporting to a line manager, the duties of the role will be:

- to assist in the design and conceptualisation phase of research projects;
- to conduct research, applying quantitative or qualitative research methodologies, or a combination of both (incl. field research if required by the project design), either solely or as part of a team;
- to contribute to drafting research outputs, considering the different requirements related to different output formats (e.g. styles and target group orientation in research reports, policy briefs, working papers, blogs etc.);
- to assist in drafting tender specifications and to participate in tender evaluations;

<sup>(1)</sup> see Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

- to assist in the management of research projects, including liaising with contractors; if appropriate, manage research projects under guidance;
- to review and assess deliverables of contractors or other contributors to research outputs;
- to contribute to updating and maintaining Eurofound's databases, and to contribute to their further development regarding content quality, work organisation/processes and user-friendliness;
- to contribute to Eurofound's work programme development by creating policy-relevant project ideas and giving constructive feedback to the ideas of others;
- to prepare, organise and ensure reporting from conferences, workshops and other meetings;
- to present the work of Eurofound to both internal and external audiences;
- to liaise and cooperate closely with colleagues in research and in other Units;
- other duties as required by the Head of Unit / line manager.

#### **IV. QUALIFICATIONS AND EXPERIENCE REQUIRED**

The selection procedure is open to candidates who, by the closing date for applications, fulfil the following conditions:

##### **1. Eligibility criteria**

- Citizenship of one of the Member States of the European Union, entitled to full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Have a thorough knowledge of one official language of the European Union and a satisfactory knowledge (level B2) of another language of the Union. As English is the daily working language of Eurofound, proficiency in English is required to a level necessary for the performance of the duties (level C1);
- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more; or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years;
- University degree, preferably in sociology, economics, political science, business studies, statistics, psychology, law or related areas.

##### **2. Selection criteria**

Candidates will be shortlisted for testing and interviews on the basis of the following criteria:

- A minimum of 2 years relevant experience in applied research and/or policy experience related to labour market, working conditions, industrial relations & social dialogue, living conditions and quality of life;

- Knowledge and experience in one or more of the following: qualitative research methods; quantitative research methods; policy evaluation; policy design and implementation; labour market and social policy related legal issues;
- Evidence of good writing and oral communication skills in English, applying different formats and targeting different audiences;

In addition to the above, candidates who are invited for testing and interview will be assessed based on the following criteria:

- Active interest in new research topics and research methodologies;
- Knowledge of EU policy in relation to Eurofound's work and EU Institutions;
- Project management experience - ideally related to applied policy research (incl. assistance to project management).

And:

- Ability to manage own workload and work without close supervision;
- Ability to think creatively;
- Active interest in learning and developing own skills;
- Ability to work effectively in / lead project teams;
- Strong interpersonal skills;
- Ability to work and deliver to tight deadlines;
- Good problem-solving skills;
- Good attention to detail;
- Experience of working in an international or multicultural environment.

Candidates must be able to prove that they meet the conditions for admission by means of appropriate documents (copies of diplomas, education and work certificates, etc.).

## **V. IMPORTANT INFORMATION FOR CANDIDATES**

The successful candidate will be recruited as Temporary Agent 2f (AD5), initially on a 5-year fixed-term contract. In the case of a UK candidate, the contract may include a 'Brexit' clause.

The place of employment is Dublin and residence within reasonable distance of Eurofound's office will be required in accordance with the Staff Regulations (Article 20).

Candidates will be shortlisted and those considered most suitable (a maximum of 30 candidates) (achieving a minimum of 70% in the shortlisting process) will be invited for written tests and for interview with the Selection Committee.

More details of the screening, interviewing and testing processes as well as conditions of employment and the data protection policy - are outlined on [Eurofound's website](#). Candidates are strongly advised to read this information carefully.

Applications must be submitted through the online recruitment system via Eurofound's [vacancies page](#) and should be completed in English which is the daily working language of Eurofound.

In order to be considered, applications must be received before 23:55 (GMT) on 24.10.2019.

## NOTICE OF OPEN SELECTION PROCEDURE

Job title	Digital Data Manager
Reference	EF-TA-20-04
Type of contract	Temporary agent 2f <sup>(1)</sup>
Function group/grade	AD 7
Initial contract duration	5 years renewable
Place of employment	Dublin, Ireland
Deadline for applications:	<b>02.11.2020</b>

### I. AGENCY INFORMATION

Eurofound is an agency of the European Union (EU), based in Dublin, Ireland which provides knowledge to assist in the development of social and work-related policies for key actors in the field of EU social policy and for the citizens of Europe. Eurofound communicates its message by presenting data in a variety of formats including reports, online tools and social media. For examples of this and for more information on Eurofound's activities, please visit the website: [www.eurofound.europa.eu](http://www.eurofound.europa.eu)

Eurofound applies a policy of equal opportunities and non-discrimination in accordance with article 1(d) of the Staff Regulations and accepts applications without distinction on any grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

### II. JOB CONTEXT

The role of Digital Data Manager is located in the Information and Communication (IC) unit operating as an intermediary function between IC and Research units and in collaboration with the ICT unit. The successful candidate will work with both research and communication projects, developing tools and outputs to improve the management and communication of Eurofound's research work, in particular its surveys and other data. The role will provide a critical contribution to Eurofound's work in the area of data curation and visualisation. The Digital Data Manager will combine an understanding of research content and technical ability with a solid grasp of the communication and visualisation requirements of the user.

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<sup>(1)</sup> see Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

### **III. DUTIES**

Reporting to the Head of Information and Communication, the duties of the role will include:

- Development of digital outputs and visualisation capacity for research findings, building the corporate data visualisation/web infrastructure;
- Mapping and development of the digital data requirements for the annual work programme in the context of the communication strategy, budget and existing platforms;
- Proposal and development of tools and applications for collecting and storing data as well as transforming research findings and data into accessible online communication outputs, databases, dashboards, infographics etc;
- Development and maintenance of corporate resources such as data style guide and data visualisation templates;
- Building and maintenance of a detailed inventory of Eurofound data and digital outputs and technical needs, opportunities and priorities for modern data exploitation and digital technologies across the organisation;
- Interpretation of data from research projects (both quantitative and qualitative) to create coherent, accessible, user-friendly outputs for web, social media, email marketing and print;
- Analysing information and providing insights for different target audiences;
- Contribution to quality control of data visualisation and related outputs, procedures and workflows;
- other duties as required by the Head of Unit.

### **I. QUALIFICATIONS AND EXPERIENCE REQUIRED**

The selection procedure is open to candidates who, by the closing date for applications, fulfil the following conditions:

#### **1. Eligibility criteria**

- Citizenship of one of the Member States of the EU, entitled to full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Have a thorough knowledge of one official language of the EU and a satisfactory knowledge (level B2) of another language of the Union. As English is the daily working language of Eurofound, proficiency in English is required to a level necessary for the performance of the duties (level C1);
- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more; or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years;
- Professional qualification in information technology, information management, sociology, economics, statistics, political science, business studies or related areas.
- 6 years post-graduate experience.



## 2. Selection criteria

Candidates will be shortlisted for testing and interviews on the basis of the following criteria:

- 3 years' experience in a similar digital data management/data journalism role.
- Experience of working with others to plan and publish complex data visualisation outputs online;
- Experience in interpreting complex economic and social data and ensuring effective narration, curation, visualisation;
- Experience in developing tools and outputs to improve data production, management and user accessibility.

In addition to the above, candidates who are invited for testing and interview will be assessed based on the following criteria:

- Knowledge of EU policy in relation to Eurofound's work and EU Institutions;
- Technical skills that assist data gathering and management such as: web-survey tools; quantitative and qualitative data analysis software (for example SPSS, Stata, R, Nvivo); programming skills (for example SQL, VBA) and data visualisation tools;
- Ability to think creatively and present data in an accessible manner;
- Ability to manage own workload and work without close supervision;
- Active interest in learning and developing own skills;
- Ability to work effectively in / lead project teams;
- Strong interpersonal skills;
- Ability to work and deliver to tight deadlines;
- Good problem-solving skills;
- Good attention to detail;
- Experience of working in an international or multicultural environment.

Candidates must be able to prove that they meet the conditions for admission by means of appropriate documents (copies of diplomas, education and work certificates, etc.).

## II. IMPORTANT INFORMATION FOR CANDIDATES

The successful candidate will be recruited as Temporary Agent 2f (AD7), initially on a 5 -year fixed-term contract.

The place of employment is Dublin and residence within reasonable distance of Eurofound's office will be required in accordance with the Staff Regulations (Article 20).

Candidates will be shortlisted and those considered most suitable (a maximum of 12 candidates) (achieving a minimum of 70% in the shortlisting process) will be invited for written tests and for interview with the Selection Committee.

More details of the screening, interviewing and testing processes as well as conditions of employment and the data protection policy - are outlined on [Eurofound's website](#). Candidates are strongly advised to read this information carefully.

Applications must be submitted through the online recruitment system via Eurofound's [vacancies page](#) and should be completed in English which is the daily working language of Eurofound.

In order to be considered, applications must be received before 14:00 (GMT) on 02.11.2020.

## NOTICE OF OPEN SELECTION PROCEDURE

Job title	Publishing and Production Manager
Reference	EF-TA-21-01
Type of contract	Temporary agent 2f <sup>(1)</sup>
Function group/grade	AD 8
Initial contract duration	5 years renewable
Place of employment	Dublin, Ireland
Deadline for applications:	<b>22.03.2021</b>

### I. AGENCY INFORMATION

Eurofound is an agency of the European Union (EU), based in Dublin, Ireland which provides knowledge to assist in the development of social and work-related policies for key actors in the field of EU social policy and for the citizens of Europe. Eurofound communicates its message by presenting data in a variety of formats including reports, online tools and social media. For examples of this and for more information on Eurofound's activities, please visit the website: [www.eurofound.europa.eu](http://www.eurofound.europa.eu)

Eurofound is organising an open selection and recruitment procedure to establish a reserve list from which to recruit a well-qualified candidate to the role of:

#### **Publishing & Production Manager**

Eurofound applies a policy of equal opportunities and non-discrimination.

### II. JOB CONTEXT

Working within the Information and Communication Unit, reporting to the Head of Information & Communication (IC) and collaborating closely with the other communication managers, the Publishing and Production Manager will combine the creativity of a content curator with the practicality of an operations manager.

### III. DUTIES

The duties of the role will include:

- Coordination and planning of all publication production efforts, including all outputs for (multilingual) online and print publication, including content creation, data visualisation, writing, commissioning, editing, revision, proofing, translation, typesetting and print;

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<sup>(1)</sup> see Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

- assigning and prioritising work and resources and overseeing budget and human resources accordingly;
- ensuring on-time and high-quality delivery and efficient use of resources within a smooth working environment;
- developing (in collaboration with research and other teams) the overall publication production programme (both digital and print) on the basis of established communication priorities and agreed work programme;
- overall coordination and implementation of the publication programme;
- writing and editing of Eurofound publications and for Eurofound website;
- managing a publishing and production team including editorial, publishing, web development and content creation staff;
- providing high-level support to the Head of IC in developing communication activities;
- other IC duties as required by the Head of Unit.

## **I. QUALIFICATIONS AND EXPERIENCE REQUIRED**

The selection procedure is open to candidates who, by the closing date for applications, fulfil the following conditions:

### **1. Eligibility criteria**

- Citizenship of one of the Member States of the EU, entitled to full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Have a thorough knowledge of one official language of the EU and a satisfactory knowledge (level B2) of another language of the Union. As English is the daily working language of Eurofound, proficiency in English is required to a level necessary for the performance of the duties (level C1);
- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more; or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years in the social sciences or in scientific or economic journalism;
- Professional qualification in journalism / editing / digital content creation / online data curation.
- 9 years relevant professional post-graduate experience.

### **2. Selection criteria**

Candidates will be shortlisted for testing and interviews on the basis of the following criteria:

- 6 years' professional experience in a similar role.
- Solid management experience (preferably in publishing or editorial work) with excellent organisational and leadership skills and problem-solving ability;
- Proven track record in curating, writing, publishing articles based on research, particularly for a non-specialist audience and preferably related to the field of labour

and social policy;

- Significant experience of all publication processes including web and design-related processes.

In addition to the above, candidates who are invited for testing and interview will be assessed based on the following criteria:

- Knowledge of the EU social policy agenda in relation to Eurofound's work and EU Institutions;
- Experience of collaborating with research experts;
- High level of competence in project management, using planning tools / software;
- Ability to work effectively in / lead project teams;
- Good organisational skills, including an ability to work to tight deadlines;
- Good presentation, facilitation, influencing and interpersonal skills;
- Experience of working in an international or multicultural environment.
- Experience of dealing with multilingual outputs.

Candidates must be able to prove that they meet the conditions for admission by means of appropriate documents (copies of diplomas, education and work certificates, etc.).

## II. IMPORTANT INFORMATION FOR CANDIDATES

The Publishing & Production Manager will be recruited as Temporary Agent 2f (AD8), initially on a 5-year- fixed-term contract, which may be renewed.

The place of employment is Dublin and residence within reasonable distance of Eurofound's office will be required in accordance with the Staff Regulations (Article 20).

Candidates will be shortlisted and those considered most suitable (a maximum of 12 candidates) (achieving a minimum of 70% in the shortlisting process) will be invited for written tests and for interview with the Selection Committee. Due to pandemic restrictions, interviews and tests may be organised remotely.

*Applications* must be submitted through the online recruitment system via Eurofound's [vacancies page](#) and should be completed in English which is the daily working language of Eurofound.

In order to be considered, applications must be received before 23:59 (GMT) on 22.03.2021.

More details of the screening, interviewing and testing processes as well as conditions of employment - are outlined on [Eurofound's website](#). ***Candidates are advised to read this information carefully.***

### *Appeals*

If an applicant considers that he/she has been adversely affected by a particular decision during the selection process leading up to the appointment decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations as outlined on Eurofound's website.

### *Data protection*

Eurofound ensures that applicants' personal data are processed in accordance with 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, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No. 45/2001 and Decision No. 1247/2002/EC (OJ L 295, 21.11.2018, p. 39-98).

More information on how we process your personal data may also be found on the website.

## NOTICE OF OPEN SELECTION PROCEDURE

Job title	Webmaster
Reference	EF-TA-21-02
Type of contract	Temporary agent 2f <sup>(1)</sup>
Function group/grade	AD6
Initial contract duration	5 years renewable
Place of employment	Dublin, Ireland
Deadline for applications:	<b>20.06.2021</b>

### I. AGENCY INFORMATION

Eurofound is an agency of the European Union (EU), based in Dublin, Ireland which provides knowledge to assist in the development of social and work-related policies for key actors in the field of EU social policy and for the citizens of Europe. Eurofound communicates by presenting data in a variety of formats including reports, online tools and social media. For examples of this and for more information on Eurofound's activities, please visit the website: [www.eurofound.europa.eu](http://www.eurofound.europa.eu)

Eurofound is organising an open selection and recruitment procedure to establish a reserve list from which to recruit a well-qualified candidate to the role of **Webmaster**. The reserve list will remain valid for 2 years from the closing date of the selection procedure.

Eurofound applies a policy of equal opportunities and non-discrimination.

### II. CANDIDATE PROFILE – IS THIS THE JOB FOR YOU?

Whether you consider yourself a digital native or a digital immigrant, if you answer yes to the following questions, this could be the ideal job for you.

- Do you believe an organisation's website is its window to the world?
- Can you communicate creatively while ensuring structure?
- Do you enjoy collaborating with others to take content and create an engaging online presence to suit different audiences?

### III. JOB CONTEXT & DUTIES

Reporting to the Head of Information and Communication, the Webmaster will work within the publishing team, collaborating with IC and research colleagues and liaising closely with the Web Administrator in the ICT unit. They will also be able to work independently and have excellent web communication and interpersonal skills.

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<sup>(1)</sup> see Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

The main duties of the role include:

- Developing, driving and managing the annual web content programme on the basis of communication priorities and research outputs;
- Scoping and implementing online data visualisation tools and user-generated material in collaboration with the Digital Data Manager;
- Shaping and prioritising Eurofound's information to respond to the policy agenda and Eurofound's communication priorities;
- Coordinating Eurofound's web presence: ensuring accessibility and coherence:
  - Responsible for regular web updates;
  - Web design issues;
  - Coordination and implementation of web products: typology and consistency
- Enhancing and ensuring good user experience:
  - Analysing and reporting usage data, analytics and metrics;
  - Gathering user experience through user surveys, usability testing etc;
- Providing strategic advice and support to the Head of IC where required.

#### **IV. QUALIFICATIONS AND EXPERIENCE REQUIRED**

The selection procedure is open to candidates who, by the closing date for applications, fulfil the following conditions:

##### **1. Eligibility criteria**

- Citizenship of one of the Member States of the EU, entitled to full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Have a thorough knowledge of one official language of the EU and a satisfactory knowledge (level B2) of another language of the Union<sup>2</sup>. As English is the daily working language of Eurofound, proficiency in English is required to a level necessary for the performance of the duties (level C1);
- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more; or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years;
- Professional qualification in a communication-related area.
- 3 years relevant professional post-graduate experience.

##### **2. Selection criteria**

Candidates will be shortlisted for testing and interviews on the basis of the following criteria:

- Proven experience of managing online content and responding innovatively to user experience requirements in a large-scale web publishing environment;
- Knowledge and experience of web content management software, preferably Drupal,

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<sup>2</sup> Please note that under the Staff Regulations & Conditions of Employment, proficiency in a 3<sup>rd</sup> language is required before promotion to a higher grade.



- as well as familiarity with web technologies (HTML, CSS, JavaScript) and databases;
- Experience of developing / leading web communication projects;
- Experience of working with others to plan and publish complex outputs online, preferably including data visualisation.

In addition to the above, candidates who are invited for testing and interview will be assessed based on the following criteria:

- Very good writing and oral communication skills, particularly in English;
- Well-developed innovation and creative skills;
- Experience in coordinating outsourced web development projects;
- Experience in business analysis, user acceptance testing and quality assurance of deliverables;
- Experience in project management and familiarity with the application of project management programmes;
- Team player with a capacity to work independently when necessary;
- Ability to cope concurrently with several tasks and to work to deadlines under pressure;
- Experience of online communication in a multinational and multilingual context would be an advantage;
- Social policy background desirable but not essential.

Candidates must be able to prove that they meet the conditions for admission by means of appropriate documents (copies of diplomas, education and work certificates, etc.).

## V. IMPORTANT INFORMATION FOR CANDIDATES

The Webmaster will be recruited as Temporary Agent 2f (AD6), initially on a 5-year fixed-term contract, which may be renewed.

The place of employment is Dublin and residence within reasonable distance of Eurofound's office will be required in accordance with the Staff Regulations (Article 20).

Candidates will be shortlisted and those considered most suitable (a maximum of 12 candidates) (achieving a minimum of 70% in the shortlisting process) will be invited for written tests and for interview with the Selection Committee. Due to pandemic restrictions, interviews and tests may be organised remotely.

*Applications* must be submitted through the online recruitment system via Eurofound's [vacancies page](#) and should be completed in English which is the daily working language of Eurofound.

In order to be considered, applications must be received before 23:55 (GMT) on 20.06.2021.

More details of the screening, interviewing and testing processes as well as conditions of employment - are outlined on [Eurofound's website](#). ***Candidates are advised to read this information carefully.***

### *Appeals*

If an applicant considers that he/she has been adversely affected by a particular decision during the selection process leading up to the appointment decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations as outlined on Eurofound's website.

### *Data protection*

Eurofound ensures that applicants' personal data are processed in accordance with 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, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No. 45/2001 and Decision No. 1247/2002/EC (OJ L 295, 21.11.2018, p. 39-98).

More information on how we process your personal data may also be found on the website.

## NOTICE OF OPEN SELECTION PROCEDURE

Job title	Editor
Reference	EF-TA-21-03
Type of contract	Temporary agent 2f <sup>(1)</sup>
Function group/grade	AST 3
Initial contract duration	5 years, renewable
Place of employment	Dublin, Ireland
Deadline for applications:	<b>08.08.2021</b>

### I. AGENCY INFORMATION

Eurofound is an agency of the European Union (EU), based in Dublin, Ireland which provides knowledge to assist in the development of social and work-related policies for key actors in the field of EU social policy and for the citizens of Europe. Eurofound communicates by presenting data in a variety of formats including reports, online tools and social media. For examples of this and for more information on Eurofound's activities, please visit the website: [www.eurofound.europa.eu](http://www.eurofound.europa.eu)

Eurofound is organising an open selection and recruitment procedure to establish a reserve list from which to recruit an experienced candidate to the role of **Editor**. The reserve list will remain valid for 2 years from the closing date of the selection procedure.

Eurofound applies a policy of equal opportunities and non-discrimination.

### II. JOB CONTEXT

Reporting to the Publication and Production Manager within the Information & Communication unit, the core responsibility of this role is ensuring the quality of English-language publications. The role involves editing and writing for print and web and assisting in the publications process. The role of Editor requires a high level of collaboration and joint working within and between teams.

### III. DUTIES

The role of Editor involves many aspects of editorial production, including:

- Editing and proofreading Eurofound's research outputs – including reports, articles and blog posts – as well as corporate communications products and materials;

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<sup>(1)</sup> see Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

- Sourcing and writing insightful and engaging content, based on research findings, for Eurofound's various outputs;
- Reviewing the work of external editors and integrating this work in the production process;
- Working with data produced from research and handling its presentation in charts and other forms of data visualisation;
- Overseeing publications through all stages of the editorial and production process, from manuscript approval to sign-off for publication;
- Liaising with authors and research managers, advising on editorial treatment and quality, and briefing them on guidelines, style and templates;
- Editing, optimising and originating accessible and user-friendly content for Eurofound's corporate website;
- Other duties as required by the Head of Unit.

#### **IV. QUALIFICATIONS AND EXPERIENCE REQUIRED**

The selection procedure is open to candidates who, by the closing date for applications, fulfil the following conditions:

##### **1. Eligibility criteria**

- Citizenship of one of the Member States of the EU, entitled to full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Have a thorough knowledge of one official language of the EU and a satisfactory knowledge (level B2) of another language of the Union. English is the daily working language of Eurofound and for this post in particular, proficiency in English is required to a level necessary for the performance of the duties (level C2);
- Have a level of secondary education attested by a diploma, giving access to post-secondary education;
- Qualification in a related field (Journalism, Communications, Social science, etc);
- 6 years' relevant professional experience.

##### **2. Selection criteria**

Candidates will be shortlisted for testing and interviews on the basis of the following criteria:

- Experience in a similar role, editing and (re)writing complex material in English;
- Highly developed writing skills, including the facility to write for both specialist and non-technical audiences;
- High-level proficiency in relevant IT applications and web systems, in particular Microsoft Word and other relevant software such as Excel and image-editing software;
- Good understanding and knowledge of publication processes.

In addition to the above, candidates who are invited for testing and interview will be assessed based on the following criteria:

- Excellent written English, including proficiency in spelling, grammar and punctuation, as well as capacity to write clearly and concisely;
- Good attention to detail and familiarity with editing house styles;
- An understanding of research, research processes and utilisation of research results;
- Knowledge of EU policy in relation to Eurofound's work and EU institutions;
- Ability to manage own workload and work without close supervision;
- Ability to work effectively as part of a team and liaise with colleagues from other teams;
- Ability to negotiate with authors and external contractors;
- Ability to balance competing priorities and deliver to tight deadlines;
- Experience of working in an international or multicultural environment.

Candidates must be able to prove that they meet the conditions for admission by means of appropriate documents (copies of diplomas, education and work certificates, etc.).

## **V. IMPORTANT INFORMATION FOR CANDIDATES**

The successful candidate will be recruited as Temporary Agent 2f (AST 3), initially on a 5-year fixed-term contract.

The place of employment is Dublin and residence within reasonable distance of Eurofound's office will be required in accordance with the Staff Regulations (Article 20).

Candidates will be shortlisted and those considered most suitable (a maximum of 15 candidates) (achieving a minimum of 70% in the shortlisting process) will be invited for written tests and for interview with the Selection Committee.

More details of the screening, interviewing and testing processes as well as conditions of employment and the data protection policy - are outlined on [Eurofound's website](#). Candidates are strongly advised to read this information carefully.

Applications must be submitted through the online recruitment system via Eurofound's [vacancies page](#) and should be completed in English which is the daily working language of Eurofound.

In order to be considered, applications must be received before 23:55 (GMT) on 08.08.2021.

## NOTICE OF OPEN SELECTION PROCEDURE

Job title	Information and Communication Assistant
Reference	EF-TA-21-05
Type of contract	Temporary agent 2f <sup>(1)</sup>
Function group/grade	AST-SC 2
Initial contract duration	5 years, renewable
Place of employment	Dublin, Ireland
Deadline for applications:	<b>9 February 2022</b>

### I. AGENCY INFORMATION

Eurofound is an agency of the European Union (EU), based in Dublin, Ireland which provides knowledge to assist in the development of social and work-related policies for key actors in the field of EU social policy and for the citizens of Europe. Eurofound communicates by presenting data in a variety of formats including reports, online tools and social media. For examples of this and for more information on Eurofound's activities, please visit the website: [www.eurofound.europa.eu](http://www.eurofound.europa.eu)

Eurofound is organising an open selection and recruitment procedure to establish a reserve list from which to recruit an experienced candidate to the role of **Information & Communication Assistant**. The reserve list will remain valid for 2 years from the closing date of the selection procedure.

Eurofound applies a policy of equal opportunities and non-discrimination.

### II. JOB CONTEXT

Reporting to the Media & Promotions Manager, the Information & Communication Assistant will provide assistance in the organisation, running and administration of events, visits, webinars and collaborations, as well as support for promotional, digital, media and social media activities aimed at servicing the needs of Eurofound's stakeholders and target audiences.

### III. DUTIES

*Organisation and administration of external events, webinars, visits, assisting with:*

- Organisation of events, including programme development and production, liaising with speakers, coordination with events contractor for external events and

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<sup>(1)</sup> see Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

webinars, stakeholder identification and targeting, invitations, preparation of documentation and online material;

- Events administration and follow up evaluation;
- Event budget administration and control;
- Exhibitions and visits.

#### *Promotional activities*

- Assist in the creation and management of event information and digital assets on Eurofound's website and related channels;
- Assist in digital promotional activities including social media and email marketing;
- Reporting on Eurofound's annual feature and output campaigns focusing on events.

#### *General support of IC unit and backup for colleagues as required*

- Provide assistance on any other information and communication tasks as required.
- Other duties as required by the Head of Unit.

## **IV. QUALIFICATIONS AND EXPERIENCE REQUIRED**

The selection procedure is open to candidates who, by the closing date for applications, fulfil the following conditions:

### **1. Eligibility criteria**

- Citizenship of one of the Member States of the EU, entitled to full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Have a thorough knowledge of one official language of the EU and a satisfactory knowledge (level B2) of another language of the Union. English is the daily working language of Eurofound and proficiency in English is required to a level necessary for the performance of the duties (level C1);
- Secondary education attested by a diploma giving access to post-secondary education, followed by at least 7 years' professional experience directly related to the nature of the duties.
- or
- Professional training (equivalent to European Qualification Framework Level 4), followed by at least 7 years' professional experience directly related to the nature of the duties.

### **2. Selection criteria**

Candidates will be shortlisted for testing and interviews on the basis of the following criteria:

- Proven experience in assisting event organisation and administration;
- Experience in communication and promotional activities using digital assets and social media channels;
- Good numerical skills and familiarity with interpreting budgetary data;

- Familiarity with European affairs, the European Union, its social actors and how it functions.

In addition to the above, candidates invited for testing and interview should be assessed on the basis of the following criteria:

- Excellent ICT skills, particularly in Microsoft 365 (Word, Excel, Powerpoint), as well as proficiency in using Sharepoint, Document Management Systems and Customer Relationship Management, social media management and graphic design tools.
- Very good writing and oral communication skills, particularly in English;
- Strong interpersonal skills to deal assertively and professionally with all stakeholders;
- Ability to manage own workload and work without close supervision;
- Ability to work effectively as part of a team and liaise with other colleagues as necessary;
- Ability to cope flexibly and concurrently with several tasks and to work to deadlines under pressure
- Experience of working in an international or multicultural environment.

Candidates must be able to prove that they meet the conditions for admission by means of appropriate documents (copies of diplomas, education and work certificates, etc.).

## **V. IMPORTANT INFORMATION FOR CANDIDATES**

The successful candidate will be recruited as Temporary Agent 2f (AST-SC2), initially on a 5-year fixed-term contract.

The place of employment is Dublin and residence within reasonable distance of Eurofound's office will be required in accordance with the Staff Regulations (Article 20).

Candidates will be shortlisted and those considered most suitable (a maximum of 12 candidates) (achieving a minimum of 70% in the shortlisting process) will be invited for written tests and for interview with the Selection Committee.

More details of the screening, interviewing and testing processes as well as conditions of employment and the data protection policy - are outlined on [Eurofound's website](#). Candidates are strongly advised to read this information carefully.

Applications must be submitted through the online recruitment system via Eurofound's [vacancies page](#) and should be completed in English which is the daily working language of Eurofound.

In order to be considered, applications must be received before 23:55 (GMT) on 9 February 2022.



EUROPEAN FOUNDATION FOR THE IMPROVEMENT OF  
LIVING AND WORKING CONDITIONS (EUROFOUND)

NOTICE OF OPEN SELECTION PROCEDURE:

**Facilities Assistant**

Reference	EF-CA-20-02
Type of contract	Contract Agent
Function group/grade	III, grades 8, 9 or 10
Initial contract duration	5 years (renewable)
Place of employment	Dublin, Ireland
Deadline for applications:	07.04.2020

**I. AGENCY INFORMATION**

Eurofound is an agency of the European Union, based in Dublin, Ireland which provides knowledge to assist in the development of social and work-related policies for key actors in the field of EU social policy and for the citizens of Europe. For more information on Eurofound's activities, please visit: [www.eurofound.europa.eu](http://www.eurofound.europa.eu).

Eurofound is organising an open selection and recruitment procedure to establish a reserve list from which to recruit a well-qualified candidate to the role of:

**Facilities Assistant**

Eurofound applies a policy of equal opportunities.

**II. CANDIDATE PROFILE – IS THIS JOB FOR YOU?**

If you answer **yes** to most or all of the following questions, this could be the ideal job for you.

- Would you like to work with an EU agency which contributes to improving the working lives of EU citizens?
- Have you worked in the area of Facilities?
- Are you passionate about sustainability and environmental management?
- Do you enjoy working with contractors?
- Do you have good planning and coordination skills?

**III. JOB CONTEXT & DUTIES**

The Facilities Assistant will be primarily involved in Facilities and Environmental Management. In this context, the role holder will supervise and coordinate the services of a facilities management company.

The Facilities Assistant will be a flexible and proactive member of a small multi-disciplinary Facilities team within the larger diverse Resources Unit.

Reporting to the Head of Resources, the main duties will be:

- Supervision and coordination of a facilities management contractor, incl. regular meetings with the contractor to discuss scheduled and ad hoc works required;
- Placing orders and supervision of works via the contractor's helpdesk;
- Close following-up of available budget and its consumption on scheduled and ad hoc services and input to budget forecast meetings;
- In-depth checking of and signing off on contractor's invoices against work schedule, contract stipulations and work dockets;
- Discussion and agreement with contractor about changes required to the contract or its conditions;
- Planning and implementing measures for sustainability and environmental management of facilities as well as in relation to EMAS or similar certification;
- Drafting of new tender specifications for new procurement procedures and processing of procurement files;
- Operational facilities work such as small repairs, office / furniture moves, inventory registration and control, garden works;
- Deputisation for colleagues of the Facilities team, including Reception cover;
- Other duties and responsibilities that may be assigned by the Head of Unit.

#### **IV. QUALIFICATIONS AND EXPERIENCE REQUIRED**

The selection procedure is open to candidates who, by the closing date for applications, fulfil the following conditions:

##### **1. ELIGIBILITY CRITERIA**

- Citizenship of one of the Member States of the European Union, entitled to full rights as a citizen;
- have fulfilled any obligations imposed by the laws concerning military service;
- have a thorough knowledge of one official language of the European Union and a satisfactory knowledge (level B2) of another language of the Union. As English is the daily working language of Eurofound, proficiency in English is required to a level necessary for the performance of the duties. The post of Facilities Assistant requires a high level of English;
- a level of education which corresponds to completed secondary education, attested by a diploma.

##### **2. SELECTION CRITERIA**

Candidates will be shortlisted on the basis of the following criteria:

- Qualification / training in the area of facilities / environmental / sustainability management;
- At least three years professional experience in a similar role;
- Experience in engaging, supervising and coordinating contractors.

In addition to the above, candidates who are invited for testing and interview will be assessed on the basis of the following criteria:

- Experience in Facilities Management;
- Knowledge of / Experience in environmental sustainability;
- Systematic approach to work with good attention to detail;
- Good numerical skills;
- Good knowledge of the Microsoft Office 365 (Particularly Word and Excel);

- Very good customer service skills;
- Experience of working effectively in a team;
- Well-developed interpersonal and communication skills;
- Experience of having a proactive approach to problem-solving;
- Experience of working in an international or multicultural environment.

Candidates must be able to prove that they meet the conditions for admission by means of appropriate documents (copies of diplomas, certificates from university authorities and employers, etc.).

## V. ORGANISATION OF THE SELECTION PROCEDURE

The Facilities Assistant will be recruited as Contract Agent (FG III, grade 8, 9 or 10) on an initial contract of 5 years, which may be renewed. Conditions of employment are based on the Staff Regulations of the European Communities and Conditions of Employment of other Servants.

The place of employment is Dublin and residence within reasonable distance of Eurofound's office will be required in accordance with the Staff Regulations (Article 20).

Candidates will be shortlisted and those considered most suitable (a maximum of 8 candidates achieving a minimum of 70% in the shortlisting process) will be invited for written tests and for interview with the Selection Committee.

More details of the screening, interviewing and testing processes as well as conditions of employment - are outlined on [Eurofound's website](#). **Candidates are advised to read this information carefully.**

### *Appeals*

If an applicant considers that he/she has been adversely affected by a particular decision during the selection process leading up to the appointment decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations as outlined on Eurofound's website.

### *Data protection*

Eurofound ensures that applicants' personal data are processed in accordance with 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, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No. 45/2001 and Decision No. 1247/2002/EC (OJ L 295, 21.11.2018, p. 39-98).

More information on how we process your personal data may also be found on the website.

Applications must be submitted through the online recruitment system via Eurofound's [vacancies page](#) and should be completed in English which is the daily working language of Eurofound.

In order to be considered, applications must be received before 23:55 (GMT) on 07.04.2020.

EUROPEAN FOUNDATION FOR THE IMPROVEMENT OF  
LIVING AND WORKING CONDITIONS (EUROFOUND)

NOTICE OF OPEN SELECTION PROCEDURE:

**Human Resources Project Officer**

Reference	EF-CA-19-05
Type of contract	Contract Agent
Function group/grade	IV, grades 13, 14 or 16
Initial contract duration	5 years (renewable)
Place of employment	Dublin, Ireland
Deadline for applications:	24.11.2019

## **I. AGENCY INFORMATION**

Eurofound is an agency of the European Union, based in Dublin, Ireland which provides knowledge to assist in the development of social and work-related policies for key actors in the field of EU social policy and for the citizens of Europe. For more information on Eurofound's activities, please visit: [www.eurofound.europa.eu](http://www.eurofound.europa.eu).

Eurofound is organising an open selection and recruitment procedure to establish a reserve list from which to recruit a well-qualified candidate to the role of:

**Human Resources (HR) Project Officer**

Eurofound applies a policy of equal opportunities.

## **II. CANDIDATE PROFILE – IS THIS JOB FOR YOU?**

If you answer **yes** to most or all of the following questions, this could be the ideal job for you.

- Would you like to work with an EU agency which contributes to improving the working lives of EU citizens?
- Have you worked in Human Resources and HR administration?
- Do you enjoy working with rules and regulations?
- Do you have good numerical skills?

## **III. JOB CONTEXT & DUTIES**

The HR Project Officer will be primarily involved in HR Administration. In this context, the role holder will manage, advise and support in the area of salaries, financial administration, procurement and reporting in the HR Unit and will take responsibility for an efficient and effective administration of HR policies and practices. The HR Project Officer will be a flexible and proactive member of a small multi-disciplinary team HR team.

Reporting to the Head of HR, the main duties will be:

- responsibility for salary administration;
- management of HR-related financial administration;

- support of procurement processes and cooperation with procurement team;
- delivery of HR reports;
- monitoring and advice on regulations and policies on leave and attendance;
- support of the staff relations process, including secretariat of meetings with Staff Committee and Trade Union;
- advice to staff on their rights and entitlements;
- involvement in selection and recruitment, as required;
- support of the HR business partner model;
- other duties assigned by the Head of HR.

#### **IV. QUALIFICATIONS AND EXPERIENCE REQUIRED**

The selection procedure is open to candidates who, by the closing date for applications, fulfil the following conditions:

##### **1. ELIGIBILITY CRITERIA**

- Citizenship of one of the Member States of the European Union, entitled to full rights as a citizen;
- have fulfilled any obligations imposed by the laws concerning military service;
- have a thorough knowledge of one official language of the European Union and a satisfactory knowledge (level B2) of another language of the Union. As English is the daily working language of Eurofound, proficiency in English is required to a level necessary for the performance of the duties. The post of HR Project Officer requires a high level of English;
- a level of education which corresponds to completed university studies of at least three years.

##### **2. SELECTION CRITERIA**

Candidates will be shortlisted on the basis of the following criteria:

- University degree or post-graduate diploma in Human Resources Management;
- At least three years professional experience in the area of Human Resources;
- Experience in the area of HR administration;
- Experience as HR Business Partner.

In addition to the above, candidates who are invited for testing and interview will be assessed on the basis of the following criteria:

- Experience in organising work and people;
- Systematic approach to work with good attention to detail;
- Good numerical skills and the ability to interpret statistical information;
- High level of IT skills - preferably in Microsoft Office 365 (especially Word and Excel) as well as HR systems;
- Experience of working effectively in a team;
- Experience in a customer support role;
- Experience of working in an international or multicultural environment;
- Experience of having a proactive approach to problem-solving;
- Well-developed interpersonal and communication skills;
- High level of discretion and confidentiality;
- Knowledge of Staff Regulations of the European Commission, while not essential, would be an advantage.

Candidates must be able to prove that they meet the conditions for admission by means of appropriate documents (copies of diplomas, certificates from university authorities and employers, etc.).

## V. ORGANISATION OF THE SELECTION PROCEDURE

The HR Project Officer will be recruited as Contract Agent (FG IV, grade 13, 14 or 16) on an initial contract of 5 years, which may be renewed. Conditions of employment are based on the Staff Regulations of the European Communities and Conditions of Employment of other Servants. In the case of a successful UK candidate, the contract will include a 'Brexit' clause.

The place of employment is Dublin and residence within reasonable distance of Eurofound's office will be required in accordance with the Staff Regulations (Article 20).

Candidates will be shortlisted and those considered most suitable (a maximum of 12 candidates achieving a minimum of 70% in the shortlisting process) will be invited for written tests and for interview with the Selection Committee. Candidates may also be invited for psychometric testing.

More details of the screening, interviewing and testing processes as well as conditions of employment - are outlined on [Eurofound's website](#). ***Candidates are strongly advised to read this information carefully.***

### *Appeals*

If an applicant considers that he/she has been adversely affected by a particular decision during the selection process leading up to the appointment decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations as outlined on Eurofound's website.

### *Data protection*

Eurofound ensures that applicants' personal data are processed in accordance with 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, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No. 45/2001 and Decision No. 1247/2002/EC (OJ L 295, 21.11.2018, p. 39-98). More information on how we process your personal data may also be found on the website.

Applications must be submitted through the online recruitment system via Eurofound's [vacancies page](#) and should be completed in English which is the daily working language of Eurofound.

In order to be considered, applications must be received before 23:55 (GMT) on 24.11.2019.

EUROPEAN FOUNDATION FOR THE IMPROVEMENT OF  
LIVING AND WORKING CONDITIONS (EUROFOUND)

NOTICE OF OPEN SELECTION PROCEDURE:

**Research Support Officer – Representativeness Studies**

Reference	EF-CA-19-01
Type of contract	Contract Agent
Function group/grade	IV, grades 13, 14 or 16
Initial contract duration	3 years (renewable)
Place of employment	Dublin, Ireland
Deadline for applications:	08.03.2019

**I. AGENCY INFORMATION**

Eurofound is an agency of the European Union, based in Dublin, Ireland which provides knowledge to assist in the development of social and work-related policies for key actors in the field of EU social policy and for the citizens of Europe. For more information on Eurofound's activities, please visit: [www.eurofound.europa.eu](http://www.eurofound.europa.eu).

Eurofound is organising an open selection and recruitment procedure to establish a reserve list from which to recruit a well-qualified candidate to the role of:

**Research Support Officer – Representativeness Studies**

Eurofound applies a policy of equal opportunities.

**II. CANDIDATE PROFILE – IS THIS JOB FOR YOU?**

If you answer **yes** to most or all of the following questions, this could be the ideal job for you.

- Would you like to work with an EU agency and contribute to improving the working lives of EU citizens?
- Are you interested in social dialogue and how trade unions and employers' organisations cooperate at company-, sector-, national- and European level?
- Are you interested in comparative research and curious to find out how things work in other countries?
- Do you know how collective agreements are negotiated and how this can influence working conditions of employees?
- Are you familiar with the concept of representativeness of social partners and the ways to determine it?
- Do you have a good understanding of the political realities that social partner organisations face and their sensitivities?
- Do you enjoy wading through large amounts of qualitative information, sorting and analysing it to find commonalities and patterns?
- Are you good at using Microsoft Excel to present quantitative information and to summarise and visualise complex information using PowerPoint?

**III. JOB CONTEXT & DUTIES**

Eurofound's representativeness studies aim to identify the relevant national and European social partner organisations in the field of industrial relations based on national reports that each present the situation regarding the relevant trade unions and employers organisations in a given sector in each of the 28 EU Member States.

The Research Support Officer – Representativeness Studies will be based in the *Working Life* research unit. Reporting to the Head of unit, the main duties will be:

- Workflow management of national research input from national correspondents from each EU Member State examining the representativeness of social partner organisations;
- Follow-up with correspondents and quality control;
- Assisting with the data management of a web-based database where data related to Eurofound's representativeness studies are stored;
- Extracting data (using Microsoft Excel) from different national contributions, to allow for easier analysis of this information in tables and graphs;
- Preparation of PowerPoint presentations of research findings in a visually attractive and interesting way;
- Other tasks, as appropriate to the role.

#### **IV. QUALIFICATIONS AND EXPERIENCE REQUIRED**

The selection procedure is open to candidates who, by the closing date for applications, fulfil the following conditions:

##### **1. ELIGIBILITY CRITERIA**

- Citizenship of one of the Member States of the European Union, entitled to full rights as a citizen;
- have fulfilled any obligations imposed by the laws concerning military service;
- have a thorough knowledge of one official language of the European Union and a satisfactory knowledge (level B2) of another language of the Union. As English is the daily working language of Eurofound, proficiency in English is required to a level necessary for the performance of the duties. The post of Research Support Officer – Representativeness Studies requires a high level of English;
- a level of education which corresponds to completed university studies of at least three years attested by a diploma in political science; sociology; labour relations; economics; labour law or related areas.

##### **2. SELECTION CRITERIA**

Candidates will be shortlisted on the basis of the following criteria:

- Experience and in-depth understanding of industrial relations;
- Experience in handling large amounts of qualitative data;
- Experience with workflow management and quality control of research findings;
- Good ICT skills including a high level of proficiency in Excel, PowerPoint and experience with databases.

In addition to the above, candidates who are invited for testing and interview will be assessed on the basis of the following criteria:

- Good communication, cooperation and team working skills;
- Attention to detail;
- Ability to work well in a multicultural setting;
- Openness and interest in learning and developing further;
- Experience in comparative research.



Candidates must be able to prove that they meet the conditions for admission by means of appropriate documents (copies of diplomas, certificates from university authorities and employers, etc.).

## V. ORGANISATION OF THE SELECTION PROCEDURE

The Research Support Officer – Representativeness Studies will be recruited as Contract Agent (FG IV, grade 13, 14 or 16) on an initial contract of 3 years, which may be renewed. Conditions of employment are based on the Staff Regulations of the European Communities and Conditions of Employment of other Servants. In the case of a successful UK candidate, the contract will include a 'Brexit' clause which will necessitate a review in April 2019.

The place of employment is Dublin and residence within reasonable distance of Eurofound's office will be required in accordance with the Staff Regulations (Article 20).

Candidates will be shortlisted and those considered most suitable (a maximum of 15 candidates achieving a minimum of 70% in the shortlisting process) will be invited for written tests and for interview with the Selection Committee. Candidates may also be invited for psychometric testing.

More details of the screening, interviewing and testing processes as well as conditions of employment - are outlined on [Eurofound's website](#). **Candidates are strongly advised to read this information carefully.**

### *Appeals*

If an applicant considers that he/she has been adversely affected by a particular decision during the selection process leading up to the appointment decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations as outlined on Eurofound's website:

### *Data protection*

Eurofound ensures that applicants' personal data are processed in accordance with 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, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No. 45/2001 and Decision No. 1247/2002/EC (OJ L 295, 21.11.2018, p. 39-98).

More information on how we process your personal data may also be found on the website.

Applications must be submitted through the online recruitment system via Eurofound's [vacancies page](#) and should be completed in English which is the daily working language of Eurofound.

In order to be considered, applications must be received before 23:55 (GMT) on 08.03.2019.

EUROPEAN FOUNDATION  
FOR THE IMPROVEMENT OF LIVING  
AND WORKING CONDITIONS

**NOTICE OF OPEN SELECTION PROCEDURE: DEPUTY DIRECTOR**

Job title	Deputy Director
Reference	EF-TA-19-02
Type of contract	Temporary agent 2(a) CEOS <sup>1</sup>
Function group/grade	AD 13
Initial contract duration	5 years
Place of employment	Dublin, Ireland
Deadline for applications	<b>28.03.2019</b>

(REF OJ C 69 A, 22.2.2019)

Eurofound is organising an open selection procedure to fill a vacancy and to form a reserve list for the recruitment of a:

**Deputy Director**

**1. WE ARE**

The European Foundation for the Improvement of Living and Working Conditions (Eurofound) was established by Council Regulation (EEC) No. 1365/75 of 26 May 1975<sup>2</sup>, as repealed by Regulation (EU) 2019/127<sup>3</sup>.

Eurofound is an agency of the European Union, based in Dublin, Ireland which provides knowledge to assist in the development of social, employment and work-related policies for key actors in the field of EU social policy and for the citizens of Europe.

Eurofound's objective is to provide the Commission, other EU institutions, bodies and agencies, the Member States and the social partners with support for the purpose of shaping and implementing policies concerning the improvement of living and working

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<sup>1</sup> Regulation (EEC, Euratom, ECSC) No. 259/68 of the Council of 29 February 1968 laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities and instituting special measures temporarily applicable to officials of the Commission (OJ L 56, 4.3.1968, p. 1), hereinafter referred to as "Staff Regulations" and the "CEOS".

<sup>2</sup> Regulation (EEC) No 1365/75 of the Council of 26 May 1975 on the creation of a European Foundation for the improvement of living and working conditions, OJ L 139, 30.5.1975, p. 1–4, hereinafter referred to as the 'Founding Regulation'.

<sup>3</sup> Regulation (EU) 2019/127 of the European Parliament and of the Council establishing the European Foundation for the Improvement of living and working conditions (Eurofound), and repealing Council Regulation (EEC) No. 1365/75 (hereinafter referred to as the 'Founding Regulation').

conditions, devising employment policies and promoting the dialogue between management and labour. To that end, Eurofound enhances and disseminates knowledge, provides evidence and services for the purpose of policy-making, including research-based conclusions and facilitates knowledge-sharing among and between European Union and national actors.

Eurofound undertakes or commissions research on socio-economic developments and related policy issues throughout Europe. This is done by collecting data and analysing trends in living and working conditions, employment and labour market developments, industrial relation systems, and in particular social dialogue at Union level and in the Member States.

For more information on Eurofound's activities, please visit our website:

[www.eurofound.europa.eu](http://www.eurofound.europa.eu)

The governing and management structures of Eurofound comprise a Management Board, an Executive Board and an Executive Director.

Eurofound's Management Board consists of representatives of Governments, Employers and Employee organisations from all EU Member States, as well as the European Commission. One independent expert is also appointed by the European Parliament. The Management Board is assisted by an Executive Board of 8 members. Eurofound's headquarters are located in Dublin. It currently has a budget of c. €21 million and an authorised staffing level of 91 people. The staff of Eurofound are recruited from the EU Member States and have a wide range of professional experience and background. The agency also maintains a Brussels Liaison Office which performs the dual role of strengthening the visibility and impact of Eurofound research at EU level and monitoring developments in policy-making.

## **2. WE PROPOSE**

The Deputy Director supports the Executive Director in carrying out Eurofound's functions and activities, as described in particular in Article 11 of the Founding Regulation.

More specifically, the Deputy Director assists the Executive Director in the:

- general management of Eurofound. This includes the direct management or supervision of specific functions or activities of the Agency;
- preparation of the activities of the Management Board and the implementation of its decisions;
- development of Eurofound's strategy and work programmes;
- preparation and implementation of financial decisions. In this context, the Deputy Director performs the duties of Authorising Officer by delegation, according to the financial regulation;
- assurance of the quality of Eurofound's work and the development of its reputation as an acknowledged leader in its field of expertise;
- representation of Eurofound at the most senior level in order to build and maintain its public relations with the EU Institutions and bodies, and with other organisations;

- execution of the powers entrusted to the Executive Director in respect to staff<sup>4</sup>, such as their recruitment, stipulation of the qualifications required of them and their dismissal. This also includes fostering a good team spirit and working environment.

The Deputy Director replaces the Executive Director when the latter is absent or otherwise unable to perform his/her duties and performs tasks where delegated by the Executive Director.

The Deputy Director will assume additional and more detailed responsibilities as defined in the job description.

### **3. APPLICANTS MUST**

#### **3.1. ELIGIBILITY CRITERIA**

The selection procedure is open to candidates who, by the closing date for applications, fulfil the following conditions:

- are nationals of one of the Member States of the European Union with full rights as a citizen;
- have fulfilled any obligations imposed by the laws concerning military service;
- have:
  - a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or
  - a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years;
- have minimum 15 years relevant postgraduate professional experience, including five years senior management experience involving responsibility for the management of staff and finance<sup>5</sup>, and including at least 5 years in the area of work covered by Eurofound;
- have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another official language of the Union<sup>6</sup>.
- are able to produce character references as to suitability for performance of the duties of the post.
- be able to carry out the entire five-year-mandate before reaching retirement age, which is defined as being the end of the month in which the person reaches the age of 66 years for temporary agents.

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<sup>4</sup> *The powers conferred by the Staff Regulations on the appointing authority (AA) and on the authority empowered to conclude contracts of employment (AECC).*

<sup>5</sup> *In their application form, candidates should clearly indicate for all years during which management experience has been acquired: (1) title and role of management positions held; (2) numbers of staff overseen in these positions; (3) the size of budgets managed; (4) numbers of hierarchical layers above and below; and (5) number of peers.*

<sup>6</sup> <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01958R0001-20130701&qid=1408533709461&from=EN>

### **3.2. SELECTION CRITERIA**

The ideal candidate should have:

- relevant professional experience in the field of living and working conditions as well as good knowledge of social dialogue;
- a good scientific reputation, documented by experience in managing research activities or teams, publications and/or research work;
- strong management, leadership and people management skills, preferably in an international and multicultural environment;
- solid experience in the management of significant financial resources in a national and/or European environment, including budgetary planning and internal control;
- advanced interpersonal and presentation skills and a high sense of confidentiality;
- the ability to interact and negotiate at a senior management level with the European Union Institutions, public authorities and a range of social partners, preferably with experience in this area;
- a good knowledge of other languages of the European Union in order to be able to work effectively in Eurofound and with its institutional and personal associates; a good command of English is essential, as it is the working language of Eurofound.

### **4. INDEPENDENCE AND DECLARATION OF INTEREST**

The Deputy Director will be required to make a declaration of commitment to act independently in Eurofound's interest and to make a declaration in relation to any interest which might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

### **5. EQUAL OPPORTUNITIES**

Eurofound applies a policy of equal opportunities and non-discrimination in accordance with Article 1(d) of the Staff Regulations and accepts applications without distinction on grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

### **6. SELECTION PROCEDURE AND APPOINTMENT**

The selection procedure will be based on an examination of application form (including a letter of motivation), followed by a series of interviews and tests, as outlined below.

#### **6.1. EXAMINATION OF APPLICATIONS**

1. A list of candidates who have submitted their applications (using the online recruitment system and by the closing date specified - see Section VII) and who fulfil the general conditions set out in Section 3.1, will be drawn up. The list and the application forms will be shared with the Selection Committee.

2. The Selection Committee will examine the applications and draw up a first list of best-qualified candidates who fulfil the eligibility criteria (section 3.1) and most closely meet the selection criteria (section 3.2) for the post.  
It will base its decision *exclusively* on the information given on the application form. Candidates who do not fulfil the requisite conditions for admission under Section 3.1 will be eliminated at this stage.
3. The most suitable candidates will be invited to an interview with the Selection Committee. Candidates will be tested on their oral and written proficiency in English, or in their second language if their mother-tongue is English. They will also be invited to an assessment centre and/or psychometric testing. The Selection Committee will establish a reserve list of proposed candidates which will be submitted to Eurofound's Executive Director. He/She will call the candidates on the reserve list for an interview and decide on the appointment of the Deputy Director. A hearing of this candidate by the Management or Executive Board may be organised before his/her formal appointment.

## **7. CONDITIONS OF EMPLOYMENT**

The Deputy Director will be engaged as a member of temporary staff at AD 13 grade pursuant to Article 2(a) of the CEOS for a period of five years. The contract may be renewed once for up to five years.

### **7.1. PLACE OF EMPLOYMENT**

Dublin, Ireland. Residence within reasonable distance of Eurofound's offices will be required.

### **7.2. REMUNERATION**

The remuneration consists of a basic salary and allowances. The Deputy Director may be entitled to various allowances, based on his/her personal situation. This may include an expatriation or foreign residence allowance and family allowances.

Pay is subject to EU tax deducted at source and to other deductions laid down in the Staff Regulations. Salaries are, however, exempt from any national taxation.

The pay is subject to the Irish weighting factor, which is currently 117.7%.

## **8. SUBMISSION OF APPLICATIONS**

Interested persons must submit their application through the online recruitment system via Eurofound's *vacancies page* and should be completed in English which is the daily working language of Eurofound.

In order to be considered, applications must be received before 23:55 (GMT) on 28.03.2019.

The successful candidate will be expected to take up the post within 3 months of nomination by the Executive Director.

## **9. IMPORTANT INFORMATION FOR CANDIDATES**

Important information for candidates:

- In preparing their applications, candidates may in no event refer to documents, applications or other forms submitted in connection with previous applications;
- The successful candidate who receives an offer of employment will be required to produce the originals of their diplomas, academic qualifications or employment certificates;
- Candidates are reminded that the selection procedures and deliberations are confidential. It is forbidden for candidates to make direct or indirect contact with any individuals involved in the selection process or for anybody to do so on their behalf. All enquiries or requests for information or documentation in relation to the competition should be addressed to the Secretary to the Selection Committee:  
[recruit@eurofound.europa.eu](mailto:recruit@eurofound.europa.eu);
- Candidates are asked to give careful attention to this vacancy notice and to use only the official application form.

## **10. APPEAL PROCEDURE**

If an applicant considers that he/she has been adversely affected by a particular decision during the selection process leading up to the appointment decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations as outlined on Eurofound's [website](#).

## **11. PROTECTION OF PERSONAL DATA**

Eurofound ensures that applicants' personal data are processed in accordance with 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, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No. 45/2001 and Decision No. 1247/2002/EC (OJ L 295, 21.11.2018, p. 39-98).

More information on how we process your personal data may be found [here](#).

The legal basis for the selection procedures of temporary staff are defined in the CEOS<sup>7</sup>.

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<sup>7</sup> In particular the provisions governing conditions of engagement in Title II, Chapter 3 (Articles 12-15).

The purpose of processing personal data is to enable Eurofound to carry out the selection procedure in order to fill in the announced vacancy.

The selection procedure is conducted under the responsibility of Human Resources within the Resources Unit. The controller for personal data protection purposes is the Head of Resources Unit.

The information provided by applicants will be accessible to strictly limited number of staff in Human Resources and to the Selection Committee members. If necessary it will be provided to the staff in ICT (in case of technical issues with the application).

Processing begins on the date of receipt of the application. Data storage policy is as follows:

- For applications received from non-selected applicants: the data are filed and stored in archives for 2 years and after this time the data are destroyed;
- For applicants placed on a reserve list but not recruited: the data are kept for the period of validity of the reserve list + 1 year and after this time the data are destroyed;
- For recruited applicants: the data are kept for a period of 10 years after the termination of employment or as of the last pension payment and after this time the data are destroyed.

All applicants may exercise their right of access to and right to rectify personal data. In case of identification data, applicants can rectify those data at any time during the procedure. In the case of data related to the eligibility or selection criteria, the right of rectification can only be exercised by submitting/uploading a new application and it cannot be exercised after the closing date for submission of applications.

Should an applicant have any query concerning the processing of his/her personal data, he/she shall address them to Human Resources at [recruit@eurofound.europa.eu](mailto:recruit@eurofound.europa.eu). For further remarks and/or complaints regarding processing of their personal data, applicants should contact Eurofound's Data Protection Officer: [dataprotectionofficer@eurofound.europa.eu](mailto:dataprotectionofficer@eurofound.europa.eu). Applicants may have recourse at any time to the European Data Protection Supervisor: [edps@edps.europa.eu](mailto:edps@edps.europa.eu).



EUROPEAN FOUNDATION FOR THE IMPROVEMENT OF  
LIVING AND WORKING CONDITIONS (EUROFOUND)

NOTICE OF OPEN SELECTION PROCEDURE:

**Procurement Specialist**

Reference	EF-TA-22-05
Type of contract	Temporary Agent (TA2f) <sup>1</sup>
Function group/grade	AST4
Initial contract duration	5 years (renewable)
Place of employment	Dublin, Ireland
Deadline for applications:	24.08.2022

**I. AGENCY INFORMATION**

Eurofound is an agency of the European Union, based in Dublin, Ireland which provides knowledge to assist in the development of social and work-related policies for key actors in the field of EU social policy and for the citizens of Europe. For more information on Eurofound's activities, please visit: [www.eurofound.europa.eu](http://www.eurofound.europa.eu).

Eurofound applies a policy of equal opportunities.

Eurofound is organising an open selection and recruitment procedure to establish a reserve list from which to recruit a candidate to the role of:

***Procurement Specialist***

**II. JOB CONTEXT & DUTIES**

As a member of the Procurement and Contracting Team, based in the Organisational Support Unit, the Procurement Specialist provides expert advice, professional guidance and quality assurance in relation to Eurofound's procurements and contract management.

The duties of the post include:

*Procurement advice and guidance at planning stage*

- Participating in the planning process led by the procurement coordinator
- Monitoring the implementation of the procurement plan and liaising with the designated project manager to keep the plan up to date.

*Procurement advice and quality assurance at tendering and contract award stage*

- Quality control of procurement and contract documentation from tender proposal stage to closure stage:
  - Advise on appropriate procurement procedure, selection and award criteria, cost models, and time plan;
  - Coordinating replies to tenderers on procurement procedures;

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<sup>1</sup> see Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

- Providing advice during the evaluation of procurement procedures;
- Verification of evaluation reports and proposed award decisions;
- Ensuring proper visibility of tender procedures according to EU directives.

#### *Contract management support to staff*

- Advice on appropriate implementation of various type of contracts including proper deployment of contractual clauses;
- Ensuring adherence to Eurofound procedures and workflows for contract management.

#### *Other tasks*

- Participation in procurement and contracting team meetings with the objective to ensure consistency in the application of the rules and procedures;
- Organising training and information for staff on procurement and contract management;
- Working with the procurement coordinator on development tasks to strengthen efficiency and compliance;
- Undertaking other duties and responsibilities related as may be directed by the Head of Unit.

### **III. QUALIFICATIONS AND EXPERIENCE REQUIRED**

The selection procedure is open to candidates who, by the closing date for applications, fulfil the following conditions:

#### **1. ELIGIBILITY CRITERIA**

- Citizenship of one of the Member States of the European Union, entitled to full rights as a citizen;
- have fulfilled any obligations imposed by the laws concerning military service;
- have a thorough knowledge of one official language of the European Union and a satisfactory knowledge (level B2) of another language of the Union. As English is the daily working language of Eurofound, a high level of proficiency in English (C1) is required to a level necessary for the performance of the duties<sup>2</sup>.
- A level of education which corresponds to a level of post-secondary education attested by a diploma;
- or
- A level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least 3 years;
- At least nine years professional experience following the education criteria above.

#### **2. SELECTION CRITERIA**

Candidates will be shortlisted on the basis of the following criteria:

- A minimum of 3 years relevant experience in procurement / contract management;
- Evidence of working independently and managing own workload;
- Evidence of excellent organisational skills, attention to detail and ability to prioritise.
- Experience in the application of the EU financial regulations or similar framework.

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<sup>2</sup> Please note that under the Staff Regulations & Conditions of Employment, proficiency in a 3<sup>rd</sup> language is required before promotion to a higher grade.

In addition to the above, candidates who are invited for testing and interview will be assessed on the basis of the following criteria:

- Ability to interpret legal texts;
- Service orientation: sensitive to the needs of colleagues in different functions and/or with a different level of expertise in procurement and contracting;
- Excellent computer skills - in particular Microsoft package - and ability to use relevant software applications, e.g. databases, project planning software, procurement / contract management software;
- Experience of administrative and routine work;
- Flexibility: adaptable to changing priorities and plans;
- Team player: working towards consistency in approach within the team and sharing information;
- Strong collaboration skills;
- Ability to work and deliver to tight deadlines;
- Experience of working in an international or multicultural environment.

Proof of meeting eligibility criteria - by means of appropriate documents (copies of educational certificates, references from employers, etc.) - must be provided if requested.

#### **IV. ORGANISATION OF THE SELECTION PROCEDURE**

The Procurement Specialist will be recruited as Temporary Agent on an initial contract of 5 years, which may be renewed. The grading and remuneration of Temporary Agents are the same as those in the European Commission.

The place of employment is Dublin and residence within reasonable distance of Eurofound's office will be required in accordance with the Staff Regulations (Article 20).

Candidates will be shortlisted and those considered most suitable (a maximum of 12 candidates achieving a minimum of 70% in the shortlisting process) will be invited for written tests – 2<sup>nd</sup> EU language and competency tests - and for interview with the Selection Committee. Tests and interviews are likely to take place (online) in late September or early October 2022.

More details of the screening, interviewing and testing processes as well as conditions of employment - are outlined on [Eurofound's website](#). *Candidates are strongly advised to read this information carefully.*

Applications must be submitted through the online recruitment system via Eurofound's [vacancies page](#) and should be completed in English which is the daily working language of Eurofound.

In order to be considered, applications must be received before 23:55 (GMT) on 24.08.2022.