

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

NOTICE OF OPEN SELECTION PROCEDURE:

Reference	EF-CA-24-02
Type of contract	Contract Agent ¹
Function group	Function Group IV
Initial contract duration	3 years (renewable)
Place of employment	Brussels, Belgium
Deadline for applications:	24.04.2024

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.

Eurofound applies a policy of equal opportunities and 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 2022 Eurofound achieved its initial audit and verification under the EU Eco-Management and Audit Scheme (EMAS).

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

Brussels Liaison Office (BLO) Liaison Officer

Applications from professionals all over the European Union are welcome in line with Eurofound's equal opportunities policy.

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

II. JOB CONTEXT & DUTIES

Reporting to the Executive Director, the Liaison Officer will contribute to maintaining and further strengthening the relations of Eurofound with its stakeholders – social partners and EU institutions; enlarging the impact of Eurofound's work, its visibility and policy relevance at EU level; monitoring developments and contributing to EU policymaking through promotion of Eurofound's work in the areas covered by its mandate. The Liaison Officer shall closely cooperate, coordinate activities and where needed - support the Senior Liaison Manager in the Brussels Liaison Office.

The Liaison Officer's tasks will include, inter alia:

- Maintaining stakeholders' engagement and close relationship with social partner organisations at EU level, EU institutions and other relevant organisations, ensuring a regular and pro-active co-operation with Eurofound;
- Exploring, initiating and following up cooperation activities with stakeholders and EU institutions with the aim to strengthen Eurofound's contribution through its knowledge and expertise to the EU policymaking processes;
- Monitoring analysing and reporting on policy developments relevant to Eurofound's mandate, primarily related to the European cross-sectoral and sectoral social partners activities and initiatives with potential impact on Eurofound and its activities;

¹ 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>

- Preparing and carrying out proactive promotion of research findings and feeding the EU policy processes; coordinating Eurofound contributions (active Eurofound participation in relevant stakeholders' events, contribution to related policy documents, projects' outputs);
- Contributing to organising events, meetings and engagements with Eurofound stakeholders, preparing presentations, assisting in logistics, etc.;
- Contributing to enhancing the policy relevance of the work programme and projects by generating policy-relevant project ideas and participating, where necessary, in relevant internal discussions;
- Reporting and communicating Eurofound's activities and priorities to strengthen visibility and knowledge of Eurofound in the EU environment;
- Representing Eurofound externally (when needed) at various meetings and working groups - particularly those of social partners and ECOSOC;
- Liaising and cooperating closely with colleagues in research and in other units; facilitating where needed their work with counterparts in Brussels;
- Performing any other related task requested by the line management in the interest of the service.

The Liaison Officer shall have as a place of work the Brussels Liaison Office of Eurofound.

The post requires a good knowledge of the EU's institutional framework and EU policy-making processes in the area of social and employment fields.

Relevant knowledge of Eurofound's area of work and namely working and living conditions, employment and industrial relations is necessary.

The job holder is expected to be a team player with a strategic mindset, analytical, well organised and structured. Excellent communication skills are a must.

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

Candidates will be considered eligible for selection based on the fulfilment of the following formal criteria by the deadline of applications:

- 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)²;
- A level of education which corresponds to completed university studies of at least three years attested by a diploma.

2. SELECTION CRITERIA

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

- Proven professional experience of at least five years working in international and multicultural environments including experience with EU institutions or EU level social partners and hands-on knowledge of EU policy making mechanisms;
- Proven professional experience and in-depth knowledge of EU policies in the areas of working life, industrial relations, employment and social policies;
- Proven professional experience in liaison work at EU level in particular with Eurofound stakeholders.

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

- Profound knowledge of the EU policy-making mechanisms;
- Excellent team working and ability to contribute to a positive working environment;
- Excellent planning and organisational skills including the ability to work efficiently under time-pressure;
- Service-oriented attitude;
- Attention to details;

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

- Excellent writing skills, oral communication and presentation skills in English, applying different formats and targeting different audiences; especially interpreting key research findings and translating them for the needs of different policymakers;
- Flexibility: adaptable to changing priorities, ad-hoc activities and plans;
- Ability to manage own workload and work without close supervision;
- Strong interpersonal skills;
- Appreciation and knowledge of tripartism;
- Knowledge of the cross-sectoral and sectoral social partner organisations at European level, their organisation and functioning (also working experience with social partners organisations would be an advantage).

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

After the deadline for submission of applications, the Selection Committee will verify the submitted applications against the eligibility criteria listed in section III.1. above. Applications satisfying these conditions will then be assessed against the selection criteria listed in section III.2 above.

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 - 2nd EU language and competency tests - and for interview with the Selection Committee. Tests and interviews (possibly including a short presentation) are likely to take place face-to-face in Brussels at the end of May 2024.

Please note that only candidates who are successful in **both** the interview and written test (pass mark 70% in both) will have the possibility of being placed on the reserve list.

This list may also be used for recruitment of a similar post depending on the Agency's needs. Inclusion on the reserve list does not guarantee recruitment.

More details of the screening, interviewing and testing processes are outlined on [Eurofound's website](#) as well as information on the appeals procedure and on data protection. **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 24.04.2024.