NOTICE OF OPEN SELECTION PROCEDURE

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

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;

• 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 (ADS), 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.