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

NOTICE OF OPEN SELECTION PROCEDURE:

Research Support Officer – Representativeness Studies

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


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.