

Note: This document is an automated translation of the original English version.

VACANCY NOTICE TO CONSTITUTE A RESERVE LIST

Job title	Scientific Coordinator
Function group/grade	TA AD9
Type of contract	Temporary staff
Reference	FRA-TA-SCC-AD9-2023
Deadline for applications	10/10/2023 13:00
Place of employment	Vienna, AUSTRIA

The European Union Agency for Fundamental Rights (FRA) is organising a selection procedure to constitute a reserve list and to fill a vacant post for a Scientific Coordinator (function group AD9) in the Director's Office.

1 BACKGROUND

The European Union Agency for Fundamental Rights (FRA) provides independent, evidence-based advice to policymakers, to help ensure the full respect for fundamental rights across the EU, for everyone. To this end, the Agency collects and analyses information and data on a range of fundamental rights issues, provides assistance and expertise to EU institutions and Member States, raises rights awareness, communicates its findings, and strengthens cooperation and ties between fundamental rights actors.

Scientific Coordinator

Evidence-based reporting and communication are core aspects of the mission of FRA. The Scientific Coordinator collaborates with cross-functional teams across the Agency to ensure the research outputs and reports issued by FRA are of the highest standards in terms of scientific quality, reliability and interest, to effectively convey the desired stories and messages to the target audience. The Scientific Coordinator reports to the Director and works closely with the Scientific Committee of the Agency.

2 DUTIES

The successful candidate will be expected to carry out tasks in the following areas:

- Peer-review of FRA publications and project reports for scientific quality, validity, accuracy and accessibility, prior to their submission for technical editing, layout and proofing;
- Liaise with authors and research units to advise on the quality of research outputs, as well as project plans and technical specifications where relevant, to ensure the credibility and reliability of FRA's research findings and opinions;
- Write high quality scientific reports, opinions and strategy papers in assigned areas;
- Analyse data and legal and policy developments in relevant fields to support and inform policy decisions of the Director related to FRA's research work;

- Participate in the development of work plans and strategies linked to FRA’s research activities and publications, in close collaboration with the units;
- Represent the Agency in relevant committees and working groups. Supervise the contribution of the Agency in assigned areas to consultations with EU institutions and bodies or other international organisations.

Duties applicable to all staff:

- Actively work towards the achievement of the goals of FRA in accordance with the Strategic Plan;
- Perform any other work-related duties and responsibilities that may be assigned by the manager.

3 ELIGIBILITY CRITERIA

To be admissible for this selection, candidates must fulfil all the following conditions by the deadline for submission of applications:

General conditions¹

- Be a national of one of the Member States of the European Union;
- Be entitled to full rights as a citizen²;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Meet the character requirements as to suitability for the performance of the duties involved;
- Be physically fit to perform the duties linked to the post³.

Education

A level of education which corresponds to completed university studies of at least three years attested by a diploma in law or social sciences.

Professional experience

A minimum of 12 years of professional experience in positions related to the profile of the post as described under the section “Duties”.

Language skills

- Have a thorough knowledge of English (level C1), as English is the working language of FRA; and
- Have a good knowledge of another language of the EU (minimum level B2).

The levels indicated correspond to the Common European Framework of Reference for Languages⁴.

¹ See Article 12 of the Conditions of Employment of Other Servants of the European Union.

² Prior to appointment, successful applicants will be required to produce an official document showing that they do not have a criminal record

³ Before being engaged, successful applicants will be required to undergo a medical examination to ensure that they fulfil the requirements of Article 12(2)(d) of the Conditions of Employment of other Servants of the European Communities.

⁴ See <https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>

Computer skills

Candidates should have extensive practical experience with computer applications such as Microsoft Office.

4 SELECTION CRITERIA

In order to select the best qualified candidates for interview and test, the Agency will consider the following **essential** criteria:

- Professional experience of at least 8 years peer-reviewing and editing complex scientific documents in English (the language of work must be specified in the application) and in areas relevant for the work of FRA;
- Experience drafting reports in English for both specialist and non-technical audiences;
- Demonstrated knowledge and experience in research, research processes and utilisation of research results;
- Familiarity with legal and technical terminology in the field of human rights, as shown through prior work experience and/or studies.

The following criteria will be considered as **advantageous**:

- Advanced degree in human rights law or fundamental rights law;
- Experience of writing on the topics of human or fundamental rights law;
- Knowledge of EU policy in relation to FRA's work;
- Experience reviewing and editing the work of multidisciplinary teams.

In addition to the **essential and advantageous** criteria, candidates invited to the interview and test phase will also be assessed against the following requirements:

- **Communication:** Excellent written English, including proficiency in spelling, grammar and punctuation, as well as capacity to write clearly and concisely for both specialist and non-technical audiences;
- **Analysis and Problem-solving:** ability to identify the critical facts in complex issues and develop creative and practical solutions; attention to detail with the ability to maintain standards of accuracy under pressure of tight deadlines;
- **Working with Others:** work cooperatively with others in teams and across organisational boundaries and respect differences between people; create a sense of team spirit by encouraging shared goals and exchange of knowledge and experience;
- **Learning and Development:** develop and improve personal skills and knowledge of the organisation and its environment; commit to train others, share knowledge, and systematically improve working methods;
- **Prioritisation and Organisation:** ability to prioritise the most important tasks, work flexibly and organise own and others' workload efficiently;
- **Quality and Results:** High level of attention to detail, take personal responsibility and initiative for delivering work to a high standard quality within set procedures; show clear customer orientation (internal and external); build systematic and methodical processes into projects and work of self and own team;

- **Resilience:** remain effective under work pressure, be flexible and adapt to a changing work environment; encourage others to do the same and adjust own and team's approach to embrace changing circumstances.

5 SUBMISSION OF APPLICATIONS AND DEADLINE

Candidates are requested to submit their application electronically through [the Agency's website](#). **Only online completed applications via the e-recruitment system will be accepted.**

Applications must be sent no later than **10/10/2023 13:00** (CET).

Information concerning the status of the selection procedure can be found on [our website](#).

In case you experience technical problems during your application please contact, within the above mentioned deadline, the e-mail address below providing an explanation of the issue: recruitment@fra.europa.eu.

Please note that due to the large number of applications we receive, the system may face problems in processing such amounts of data when reaching the deadline for submission of applications. We therefore advise to apply well ahead of the deadline.

6 EQUAL OPPORTUNITIES

FRA urges anyone meeting the eligibility criteria and interested in the position to apply. FRA is an equal opportunities employer and encourages applications without distinction on the basis of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

FRA encourages candidates with disabilities to apply. If you consider yourself to have a physical, mental, intellectual or sensory disability that may require special adjustments to the recruitment process (e.g., interview), please tick the appropriate box on the on-line application form and indicate any adjustments or arrangements, relating to your disability, so FRA can ensure your full and equal participation in the recruitment process.

7 SELECTION PROCEDURE

A Selection Committee is nominated by the Appointing Authority of Agency.

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications (please see section 3 "Eligibility criteria").

Only the applications of eligible candidates will be evaluated in accordance with the selection criteria as specified in the publication notice (see section 4 Selection Criteria). **The Agency will invite for an interview the top candidates among those who have obtained at least 60%.**

The selection procedure will be composed of an interview and a written test, which will be held in English. They will take place either in Vienna (Austria), the place of employment where the Agency has its seat, or online. The shortlisted candidates will receive further detailed information in due time.

Candidates invited to an interview will be requested to submit a non-certified copy of their diploma(s) and evidence of their professional experience, clearly indicating the length and nature of their experience and whether full time or part time work. Prior to contract signature, the successful candidate/s will be requested to provide FRA with original or certified copies of all relevant documents proving the eligibility requirements.

Successful candidates will be included on a reserve list drawn up by the Selection Committee. This reserve list will be proposed to the Appointing Authority of FRA. The Appointing Authority will decide on the establishment on the reserve list. This reserve list will be valid from the date of its establishment (in year 'N') until 31 December of year 'N+1'. Its validity may be extended. The reserve list may be used for future recruitment, should vacancies arise. Each candidate will be informed whether or not they have been placed on the reserve list. Candidates should note that inclusion on a reserve list does not guarantee recruitment.

On the basis of the adopted reserve list, the Appointing Authority of FRA may offer a contract of engagement.

Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

Due to the large volume of applications, **the Agency regrets that only candidates selected for the interviews will be contacted.** Applicants are invited to follow the recruitment process on the FRA website.

8 ENGAGEMENT AND CONDITIONS OF EMPLOYMENT

A contract of employment will be offered as a member of the temporary staff pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union for an indefinite period, subject to satisfactory completion of the probationary period.

The successful candidate will be recruited in Function Group AD9. The basic monthly salary for grade is €8.936,26. In addition to the basic salary, staff members may be entitled to various allowances, in particular a **household allowance, expatriation allowance (16% of basic salary + household allowance), dependent child allowance and education allowance.** The salary is subject to a Union tax deducted at source and it is exempt of national taxation.

FRA also offers a comprehensive **welfare package** including pension scheme, medical, accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance.

Moreover, FRA offers different opportunities of **schooling services** through service level agreements with international schools and pre-school establishments, and has introduced policies on **teleworking and flexitime** in its attempt to reconcile work and private life.

Under certain circumstances, in particular where staff members are obliged to change their place of residence in order to take up employment, the Agency may also reimburse various expenses incurred on recruitment, notably removal expenses.

Additional information can be obtained from the [website of the European Commission](#).

For any further information on the contractual and working conditions please refer to the [Staff Regulations of Officials of the European Union and the Conditions of Employment of other Servants of the European Union](#).

9 DATA PROTECTION

Personal data shall be processed solely for the purpose of the selection procedure.

Please note that FRA will not return applications to candidates. The personal information FRA requests from applicants will be processed in line 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. This applies in particular to the confidentiality and security of such data.

Should the candidate have any query concerning the processing of their personal data, they shall address them to recruitment@fra.europa.eu.

For further information with regard to the processing of personal data, please see FRA's Privacy Statement published on the vacancies page.

10 APPEAL PROCEDURES

If a candidate considers that they have been adversely affected by a particular decision, they can lodge a complaint under Article 90(2) of the Staff Regulations of Officials and Conditions of employment of other servants of the European Union, at the following address: recruitment@fra.europa.eu.

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure start to run from the time the completion of the selection procedure is published on the [website](#).

Should the complaint be rejected, pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union, a candidate may request judicial review of the act. The appeal must be lodged within 3 months from the date of notification to the following address:

Court of Justice of the European Union
Rue du Fort Niedergrünwald
L-2925 Luxembourg
Luxembourg

It is also possible to lodge a complaint to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the statute of the Ombudsman and the implementing provisions adopted by the Ombudsman. Before the Ombudsman can accept a complaint, it is necessary that the complaint is first addressed to the Agency. Any complaint to the Ombudsman (<http://www.ombudsman.europa.eu>) must be made within two years of receiving the Agency's final position on the matter.