

**VACANCY NOTICE REF: EIGE/2010/TA/01/AD8**

**EIGE**

**SENIOR RESEARCHER/ANALYST (F/M)**

**Temporary Agent, AD 8**

The EIGE is organising a call for applications with a view to establishing a reserve list for Temporary Agents (five-year renewable contract) for the position of the **Senior Researcher/analyst**. Registration of applications will begin on **25 February 2010** and will be terminated on **1 April 2010**.

**1. General description of the tasks and role of the Institute**

The European Institute for Gender Equality<sup>1</sup> is a regulatory agency of the European Union which has been given specific objective related to contribution and strengthening of the promotion of the gender equality. In view to achieving this goal, the Institute shall collect and analyse objective, comparable and reliable information at Community level and develop appropriate methodological tools for the integration of gender equality into all Community policies. The Institute shall equally foster the exchange of good practices and dialogue between stakeholders and raise EU citizens' awareness of this policy area.

EIGE will therefore strive to help promoting and strengthening gender equality and to eliminate gender discrimination. It will help to raise EU citizens' awareness of gender equality by providing technical assistance to the Community institutions, and in particular the Commission, and the authorities of the Member States.

More information on gender equality can be found on:  
<http://ec.europa.eu/social/main.jsp?langId=en&catId=418>

**2. The Job**

**2.1 Profile**

The Senior Researcher/analyst will lead *the Team for Gender-specific areas* within the Operations Unit of the Institute. The jobholder will conduct gender and social policy analysis and research. Therefore the jobholder should have a proven grasp of research methodologies, including methods and gender statistics. The jobholder will coordinate the work in selected priority areas.

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<sup>1</sup> Established by the European Parliament and of the Council Regulation (EC) No 1922/2006 of 20 December 2006 (OJ L 403/9 of 30.12.2006)

## 2.2 Duties

In particular the jobholder will be responsible for the following tasks:

- coordination of work of *the Team for Gender-specific Areas*,
- collection and classification of research on gender equality,
- developing methods of gender analysis and research,
- planning and conducting surveys and research in co-operation with the Experts' Forum, advising the Institute on possible areas of research,
- preparing reports and presenting information in line with the Institute's Work Programme and the needs of its stakeholders,
- co-coordinating the co-operation with the Exeprts' Forum and stakeholders,
- Collecting and processing of existing materials as well as preparing publications.

## 3. Qualifications and experience required

### 3.1 Eligibility Criteria

To be considered eligible for selection, the applicant must meet the following criteria by the closing date of this call:

#### General conditions:

- be a national of a Member state of the European union,
- enjoy full rights as a citizen,
- have fulfilled any obligations imposed by the national laws concerning military service,
- be physically fit to perform duties.<sup>2</sup>

#### Education

- hold a university degree<sup>3</sup> which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or;
- have 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;

#### Experience:

- have at least **9** years of proven work experience (following the award of the diploma)<sup>4</sup>,

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<sup>2</sup> Before recruitment, the applicant will be medically examined for the purposes of Article 12(2) (d) of the Conditions of Employment of Other Servants of the European Communities.

<sup>3</sup> Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant Member States authorities will be accepted.

<sup>4</sup> Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to the profile in question (University degree for AD posts). Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Fellowships, grants and PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once (e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period of the former).

### Language skills:

- possess a thorough knowledge of at least one of the Community's official languages and a satisfactory knowledge of another of these languages.

## **3.2 Selection Criteria**

Eligible candidates will be evaluated on the basis of the following criteria:

### Essential:

- proven experience of conducting surveys and socio-economic research,
- knowledge of gender analysis methods, including gender impact assessment,
- proven record of work with statistical data, gender data bases, gender related indicators, including Beijing indicators,
- knowledge of gender budgeting methods,
- knowledge of EU policies related to gender equality,
- level of command of English which is a predominant working language at the Institute,
- communications skills,
- interpersonal, organisational, administrative and problem solving skills.

### Advantageous:

- publications on gender-related issues,
- work experience in an international or European organisation,
- ability to work in a proactive and autonomous way,
- ability to manage priorities, work under pressure and meet tight deadlines,
- experience in working during a start-up phase of an organisation or project.

## **4. Application and Selection procedure**

### **4.1 Selection procedure**

The selection procedure includes the following steps:

- Only duly completed applications submitted within the deadline will be taken into consideration,
- Each duly completed application will be examined in view to verifying that the candidate meets all eligibility criteria,
- eligible applications will be evaluated by the Selection Committee based on selection criteria defined in this vacancy notice,
- the best-qualified candidates will be short-listed for interview,
- due to large volume of applications, only candidates selected for the interviews will be contacted,
- the interview will be held in English,
- during the interview session, the Selection Committee will examine the candidates' profiles and assess their relevancy for the post in question. On the day of the interview, candidates may also be required to undergo a competency assessment exercise,

- candidates invited to the interview will be requested to submit, on the day of interview, copies of documents detailing citizenship, studies and professional experience, in particular:
  - a copy of identity card, passport or other official document specifying citizenship,
  - a copy of diploma certifying a required level of academic qualifications,
  - documentary evidence of professional experience clearly indicating starting and finishing dates.

Copies of the above mentioned documents will be retained by the Institute. They will be verified against the originals at the later stage of recruitment.

- if at any stage of the procedure, it were established that information in the application has been knowingly falsified, the candidate would be disqualified from the selection process.
- successful candidates will be included in alphabetical order on a unranked reserve list, which will be valid for 12 months. The validity of this list may be extended. Each candidate will be informed by letter whether or not s/he has been placed on the reserve list. **Inclusion of candidates on the reserve list does not guarantee recruitment,**
- the Director of the Institute will appoint the selected jobholder from the reserve list taking into account establishment of a gender balanced organisation.

The Selection Committee internal proceedings are strictly confidential and any contact with its members is strictly forbidden.

#### **4.2 Submission of applications**

For applications to be valid, the candidates must prepare application forms in **1 original and 3 copies**, using EIGE application form, **and posting** them in a simple A4 format envelope.

The application form is only available in English and should be filled only in this language.

Application forms in word (.doc) format are available upon request, which should be sent to: [eige.hr@eige.europa.eu](mailto:eige.hr@eige.europa.eu)

Please send your applications by post (1 original and 3 copies) to the following address:

European Institute for Gender Equality

Human Resources  
 Ref: EIGE/2010/TA/01/AD8  
 Švitrigailos g. 11 M  
 LT-03228 VILNIUS  
 Lithuania

Candidates are asked not to attach any supporting documents at this stage (copies of ID cards, diplomas, evidence of previous professional experience etc). Only candidates invited to interview will be asked to present for verification copies of these documents (see above)

section). Applications will not be returned to candidates but will be kept on the file by the Institute.

**The deadline for sending applications is 1 April 2010 with a postmarked date serving as a proof.**

Incomplete applications or sent to EIGE after the above deadline will be disqualified. Moreover, the candidates who use the same application form to apply for more than one post will, too, be disqualified.

Due to the large volume of applications, the Institute regrets that only candidates selected for the interviews will be notified.

Please note that the time period between the closing date for applications submission and the end of the short listing candidates for the interview may take several weeks.

## **5. Conditions of employment**

The successful candidate will be offered a temporary agent's contract under Article 2 (a) of the Conditions of employment of other servants of the European Communities. The successful candidate will be engaged at grade AD 8. The duration of the initial contract will be 5 years. The initial contract may be renewed. The successful candidate shall undergo a 6-month probation period.

The place of employment shall be Vilnius, Lithuania.

The pay of the Community temporary agents consists of the basic remuneration as well as various allowances<sup>5</sup> depending on personal situation of the jobholder. All remuneration is subject to a Community tax at sources. Deductions are also made for medical insurance, pension and unemployment insurance. Salaries are exempt from national taxation. For information, the current net basic salary of AD 8 weighted by the correction coefficient of 76,5% for Lithuania in 2009 is 3.541,83 euro. The salary will be paid in local currency: LTL.

## **6. Independence and declarations of interest**

The job holder will be required to enter into a commitment to act independently in the public interest and to make complete declarations of any direct or indirect interests that might be considered prejudicial to his or her independence. Candidates must confirm their willingness to do so in their application.

## **7. Equal opportunities**

EIGE applies a policy of equal opportunities and accept applications without distinction on any grounds.

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<sup>5</sup> For example: 16% expatriation allowance, household allowance, education allowance, dependant child allowance etc.

## **8. Protection of personal data**

As the body responsible for organising the competition, the EIGE ensures that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

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