



**Vacancy for a post of Webmaster (Contract Agent, FG III)
in the European Asylum Support Office (EASO)**

REF.: EASO/2019/CA/010

Publication	External
Title of function	Webmaster

1. WE ARE

The European Asylum Support Office (hereinafter referred to as "EASO"), established by Regulation 439/2010¹, strengthens European Union (EU) Member States practical cooperation on asylum, enhances the implementation of the Common European Asylum System (CEAS) and supports Member States whose asylum and reception systems are under particular pressure.

Specifically, EASO focuses on three main tasks:

1. Supporting practical cooperation among Member States on asylum mainly through training, quality activities, country of origin information (COI), statistics and analysis, specialized expert networks, practical cooperation workshops, thematic support on unaccompanied minors, trafficking in human beings and gender;
2. Supporting Member States under particular pressure through emergency support, including the deployment of asylum support teams to assist EU Member States in managing asylum applications and in putting in place appropriate reception facilities;
3. Contributing to the implementation of the CEAS by collecting and exchanging information on best practices, drawing up an annual report on the asylum situation in the EU covering the whole asylum procedure in EU Member States and adopting technical documents, on the implementation of the new EU asylum acquis.

The organisation chart of EASO can be consulted in the EASO Work Programme on EASO website (<https://www.easo.europa.eu/about-us/easo-organisation-structure>).

The headquarters of EASO are located in Valletta Harbour (Malta).

¹ Regulation (EU) No 439/2010 of the European Parliament and of the Council of 19 May 2010 (OJ L 132, 25.5.2010, p.11).

2. WE PROPOSE

The Webmaster will be deployed in the Communications and Stakeholders Unit (CSU). S/he will be responsible for:

1. Updating (including regularly updating/uploading content), maintaining and improving the current websites on behalf of CSU, including the external website, the intranet and various dedicated portals for stakeholders, collecting and editing content to be published online;
2. Liaising with other EASO units and external stakeholders, to receive and produce input in any structural changes to EASO's external website;
3. Managing the implementation of smaller web projects under the remit of CSU;
4. Assisting with the production of short video clips;
5. Supporting the continuous development of EASO's digital communication activities such as social media tools;
6. Working with the Internal Communications assistant in the running of internal communication tools;
7. Preparing communication, campaigning and media materials and publications, using Adobe Creative Suite (essentially Photoshop, InDesign, Illustrator);
8. Providing support related to the preparation and implementation of communication, campaigning and promotion activities;
9. Assisting in the management of information provision and communication projects through framework contracts and procurement;
10. Performing any other duty required in the interest of the Unit.

3. WE LOOK FOR

A) Eligibility criteria

If the eligibility criteria set out in section A) *Eligibility criteria* are met, the candidates' applications will be evaluated on the basis of the selection criteria below. The most suitable candidates will be invited to an interview.

1. A level of education that corresponds to post-secondary education attested by a diploma², or a level of education that corresponds to a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of 3 years;
2. Be nationals of one of the Member States of the European Union, Norway or Switzerland;

² Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

3. Be entitled to their full rights as citizens;
4. Have fulfilled any obligations imposed on them by the laws on military service;
5. Possess a thorough knowledge of one of the official EU languages and a satisfactory knowledge of another of these languages to the extent necessary for the performance of the duties pertaining to the post;
6. Meet the character requirements for the duties involved³;
7. Be physically fit to perform the duties linked to the post⁴.

B) Selection criteria

If the eligibility criteria set out in section *A) Eligibility criteria* are met, candidates will be assessed on the basis of the following selection criteria. The most suitable candidates evaluated on the basis of the selection criteria will be invited to an interview.

Essential

1. Excellent professional experience in designing, developing, managing, updating and running websites content;
2. High degree of experience with digital media tools and languages (mainly open source Content Management Systems, at least three years of experience knowledge of HTML and CSS);
3. Good knowledge of Adobe Creative Suite (Photoshop, In Design, etc.).

Advantageous

1. Experience in video-editing and/or graphic design;
2. Professional experience working in a similar position in a large and/or high-profile organisation or company, ideally with an international market or target;
3. Proven experience in editing and formatting content on websites.

Evaluation during interviewing process

Candidates invited to the interviewing process (interview and written test) will be assessed on the following criteria that are essential to the post:

1. Ability to work under pressure and meet deadlines on multiple tasks without close supervision;
2. Excellent editing skills;

³ Before the appointment, the successful candidate shall be asked to provide a proof of non-existing criminal record.

⁴ Before the appointment, a successful candidate shall be medically examined by one of the institutions' medical officers in order that EASO may be satisfied that he/she fulfils the requirement of article 28(e) of the Staff Regulations of the Officials of the European Communities.



3. Excellent interpersonal skills;
4. Very good planning and organisational skills;
5. Strong pro-active attitude proving all the same sense of reliability and responsibility;
6. Capacity to deliver in a structured way;
7. Good sense of confidentiality, integrity and discretion.

Excellent written and oral command of English, as well as ability to use electronic office equipment and applications (word processing, spreadsheets, presentations, electronic communication, internet etc.) are essential. Candidates will be also assessed on the above by written test.

4. SELECTION AND APPOINTMENT

The Regulation which provides the legal basis for EASO was adopted in May 2010 (Official Journal of the European Union L 132 of 29.5.2010).

Eligibility of candidates will be assessed by a Selection Committee according to compliance with all eligibility criteria by the closing date for the submission of applications.

The applications of the eligible candidates will also be assessed against the selection criteria. Following this assessment, the best ranking candidates may be invited for a written competency test and an interview, which will be held in English.

The interview will consist of the following components:

- General aptitude and language abilities to the extent necessary for the performance of their duties in accordance with Article 12.2(e) of the Conditions of Employment of other Servants of the European Union (CEOS);
- Specific competences with reference to the applicants' profiles in line with the selection criteria of the present Vacancy Notice.

Candidates invited to an interview will be required to bring **originals and copies** of the documents listed below:

- A document proving their citizenship (e.g. passport);
- Certificates attesting their educational and professional qualifications, in particular those giving access to the profile in question;
- Documentation evidencing the professional experience acquired after the obtaining the qualification that enabled the candidate to be eligible for the post. The documents must clearly indicate exact dates of employment (start date and end date), type of employment (part-time or full-time) and the nature of the duties carried out.



The Selection Committee will propose a shortlist of successful candidates to the Appointing Authority. These will then propose the most suitable candidate and establish a reserve list for the post in question. Candidates shall note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until 31 December 2019 and may be extended at the discretion of the Appointing Authority.

Prior to signing the contract, the successful candidate will be asked to undergo a compulsory medical examination by one of the institutions' medical officers which will enable EASO to ensure that he/she fulfils the requirement stated in Article 28(e) of the Staff Regulations of the Officials of the European Union.

5. EQUAL OPPORTUNITIES

EASO applies an equal opportunities policy and accepts applications without discriminating on the basis of gender, race, colour, ethnic or social origin, genetic features, language, religion, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

6. CONDITIONS OF EMPLOYMENT

The Contract Agent will be appointed by the Executive Director, upon recommendation of the Selection Committee, following the selection procedure.

He/she will be recruited as a Contract Agent according to Article 3a of the CEOS for a period of 3 years which may be renewed. The Contract Agent post in question will be placed in group FG III.

Successful candidates who are recruited will undergo an initial probation period of nine months.

The pay for a **Contract Agent FG III (step 1)** consists of a **basic salary of 2704.38 €** weighted by the correction coefficient (for Malta currently 90.2%) supplemented with various allowances, where appropriate, such as expatriation and family allowances. The salaries of staff members are subject to a European Union tax deducted at source. Staff members are exempt from national tax on salary and are members of the European Union social security and pension schemes.

For further information on working conditions of Contract Agents please refer to CEOS:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

The place of employment is **Valletta Harbour (Malta)**.

7. APPLICATION PROCEDURE

For applications to be valid, candidates shall:

- Use the official application form provided on the EASO website. The candidate is requested to fully complete all sections of the application form in English;
- Send their application via email to : applications@easo.europa.eu by the proposed deadline;



- The subject of the e-mail should include the reference of this vacancy, followed by the candidate's surname.

Incomplete applications will be disqualified and treated as non-eligible. Candidates who use the same application to apply for more than one post will also be disqualified. Application forms must be modified according to the post in question.

Please note that the selection process may take several months.

In order to facilitate the selection process, all correspondence to candidates concerning this vacancy will be in English⁵.

Candidates should not approach, directly or indirectly, the Selection Committee under any circumstances in relation to this recruitment process. The Appointing Authority reserves the right to disqualify any candidate who disregards this instruction.

Closing date:

The closing date for submission of the applications is **25 November 2019 at 13:00h** (Brussels time). EASO will disregard any application received after that date and time.

Applicants are strongly advised **not to wait until the date of the deadline** to submit their applications. EASO is not held responsible for any delays in submission of applications due to technical difficulties or any other factors that may arise.

If a candidate is found to have provided false information at any stage in the selection procedure, EASO is within its capacity to disqualify the candidate in question.

8. DATA PROTECTION

The purpose of processing of the data submitted by the candidate is to manage the application(s) of the candidate in view of a possible selection and recruitment at EASO.

EASO does not make public the names of successful candidates on reserve lists. However, it is possible that, for the purposes of recruitment and related planning purposes, members of the EASO management team may have access to reserve lists and, in specific cases, to the application form of a candidate (without supporting documents, which are kept in confidence by the personnel department). Application files of non-recruited candidates are kept for two years from the expiry date of the reserve list after which time they are destroyed.

The personal information requested 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/ECText with EEA relevance.

⁵ In case there are discrepancies between the different linguistic versions, the English version should be taken as the correct version



9. APPEAL PROCEDURES

Pursuant to Article 90(2) of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union, a candidate may submit a complaint against an act affecting him/her adversely. The complaint must be submitted within 3 months from the date of notification to the following address:

**The Executive Director
European Asylum Support Office
MTC Block A, Winemakers Wharf, Grand Harbour Valetta, MRS 1917
Malta**

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**

If you believe that there was maladministration, you may lodge a complaint to the European Ombudsman within two years of the date when you became aware of the facts on which the complaint is based (see <http://www.ombudsman.europa.eu>), or write to:

**European Ombudsman
1, Avenue du Président Robert Schuman -BP 403
F-67001 Strasbourg Cedex
France**

Please note that complaints to the European Ombudsman do not have the effect of suspending the period mentioned in Articles 90 and 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union for lodging complaints or submitting an appeal pursuant to Article 270 of the Treaty on the Functioning of the European Union.