



Call for expression of interest in the selection of a Seconded National Expert (SNE)

Reference: EUAA/2026/SNE/002

Publication:	External
Title:	Management Board Expert (Seconded National Expert*)
Duration:	1 year (renewable)

1. European Union Agency for Asylum

The European Union Agency for Asylum (hereinafter "EUAA"), established by Regulation (EU) 2021/2303¹, is a centre of expertise by virtue of its independence, the scientific and technical quality of the assistance it provides and the information it collects and disseminates, the transparency of its operating procedures and methods, its diligence in performing the tasks assigned to it, and the information technology support needed to fulfil its mandate.

Specifically, the EUAA focuses on:

- Contributing to ensuring the efficient and uniform application of Union law on asylum in the Member States in a manner that fully respects fundamental rights.
- Facilitating and supporting the activities of the Member States in the implementation of the Common European Asylum System (CEAS), including by enabling convergence in the assessment of applications for international protection across the Union and by coordinating and strengthening practical cooperation and information exchange.
- Improving the functioning of the CEAS, including through a monitoring mechanism² and by providing operational and technical assistance to Member States, in particular where their asylum and reception systems are under disproportionate pressure.

The organisational chart of the Agency can be consulted on the EUAA's website at: <https://euaa.europa.eu/about-us/who-we-are>

The Agency's headquarters are located in Malta with additional offices in Belgium, Italy, Greece, Spain, and Cyprus.

* See Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union at <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20230101>

¹ Regulation (EU) 2021/2303 of the European Parliament and of the Council of 15 December 2021 on the European Union Agency for Asylum and repealing Regulation (EU) No 439/2020, (OJ L 468, 30.12.2021, p. 1).

² Applicable legal provisions enter into force on 31 December 2023.





2. Job description

The Management Board Expert (SNE) will be working in the Management Board Secretariat and will be responsible for the following tasks:

1. Support the Chairperson and the Deputy Chairperson of the EUAA Management Board in the exercise of their functions;
2. Support, including with legal and financial advice, the Management Board and the Executive Board in carrying out their tasks;
3. Attend meetings of the Management Board and the Executive Board, take minutes and prepare summaries of outcomes;
4. Draft briefings notes and speaking points for the Chairperson of the Management Board;
5. Prepare executive summaries and analysis of documents for the Management Board and Executive Board meetings;
6. Where needed, participate in missions related to the Management Board and the Executive Board;
7. Liaise and cooperate with the Agency's entities, including the Coordination Sector within the Agency in the organisation of meetings and to foster smooth information management;
8. Perform any other task, in the interest of the service, as required by the Chairperson of the Management Board.

3. Requirements

A) Eligibility Criteria

Candidates will be considered eligible for selection based upon their fulfilment of the following formal criteria by the deadline for applications:

1. Be nationals of one of the Member States of the European Union, Iceland, Liechtenstein, Norway, and Switzerland;
2. Be employed by a public administration of a Member State of the European Union, Iceland, Liechtenstein, Norway or Switzerland, or an Intergovernmental Organisation (IGO) for at least 12 months before their secondment;
3. Remain in the service of that employer for the duration of the secondment;



4. Have at least 3 years of appropriate professional experience;
5. Possess a thorough knowledge (level C1 in all dimensions as per the Common European Framework of Reference for Languages or CEFRL) of one of the official EU languages and a satisfactory knowledge (level B2 in all dimensions as per the CEFRL) of another one of these languages to the extent necessary for the performance of the duties pertaining to the post³.

B) Selection Criteria

If the eligibility criteria set out in section A) *Eligibility criteria* are met, the candidates' applications will be evaluated on the following selection criteria. These criteria have been subdivided into two categories: **Essential** and **Advantageous** Selection Criteria.

Please note that all Essential criteria are mandatory, meaning that no application will be assessed further if a candidate obtains a zero score in any of the Essential Criteria.

The most suitable candidates with the highest overall scores will be invited to an interview.

Essential

1. Professional experience of at least three years in tasks relevant to section 2. Job description in the European institutions, EU agencies, International Organisations or public sector;
2. Proven professional experience in collection, organisation, synthesis and analysis of information for the purpose of drafting briefing notes, speaking points, technical documents, reports and other governance related documents.

Advantageous

1. University degree in a field relevant to the job description (e.g. in International Relations, European Studies, Business Administration, Political Science or Law);
2. Professional experience in a secretariat, cabinet or coordination unit within a European institution, EU agency, International Organisation or public sector;
3. Professional experience and knowledge in the area of asylum and migration;
4. Proven knowledge of EUAA's institutional set-up.

³ See <https://epso.europa.eu/en/selection-procedure/general-and-specific-eligibility-requirements>

C) Evaluation during interviewing process

Candidates invited to the interviewing process (interview and written test) will be assessed based on the essential and advantageous criteria described in this Section, and the following additional criteria relevant to the post:

1. Thorough written and spoken communication skills in English, the working language of the EUAA;
2. Competent user of electronic office equipment and applications (word processing, spreadsheets, presentations, electronic communication, web-based tools, internet etc.);
3. Ability to work under pressure and meet deadlines on multiple tasks;
4. Excellent analytical and problem-solving skills;
5. Good communication and well-developed interpersonal skills;
6. Strong service-oriented attitude and flexibility;
7. Knowledge of the mission and organisation of the EUAA.

In addition, the successful candidate should act and abide by the [EUAA's values](#) and the [EUAA Core Competencies](#).

4. Selection process

The Regulation which provides the legal basis for the EUAA was adopted on 15 December 2021 (Official Journal of the European Union L 468 of 30.12.2021).

A) Identifying eligible candidates

After the deadline for submission of applications, the Selection Committee will verify the submitted applications against the eligibility criteria described in Section 3A ("Eligibility Criteria"). Applications satisfying these conditions will then be assessed against the "Selection Criteria" under Section 3B.

B) Further analysis of applications

Following this initial assessment, the Selection Committee will compare the applications of eligible candidates with reference to:

- The Selection Criteria ("Essential" and "Advantageous");
- The overall quality of the application and the candidates' suitability for the post when compared to the established job profile.



Please note that the Essential Selection Criteria are mandatory, and no application will be further assessed if one of these criteria is not satisfied.

The Selection Committee will then establish a shortlist of the most suitable candidates to be invited for a written test, an interview, and/or other tests based on the order of merit. These assessments will be held in English and, where applicable, other languages.

Both shortlisted and not shortlisted candidates will be notified thereof.

C) Assessment phase

The assessment phase is composed of the following components:

- Technical competency written test and/or any other assessment deemed necessary for the post;
- Interview with the Selection Committee.

Please note that only candidates who are successful in the interview and in the written test will have the possibility of being placed on a reserve list.

This selection procedure may be organised online. In such case, further information will be provided by the Agency to candidates invited for an interview regarding the practical modalities for the assessment.

D) Establishing a reserve list

A reserve list will be established based on the outcome of the assessment phase and will remain valid until the end of the current year from the date of its establishment.

The reserve list may be extended at the discretion of the Executive Director. The established reserve list may be used for the secondment of a similar post depending on the needs of EUAA.

Candidates shall note that inclusion on the reserve list does not guarantee secondment. Secondment will be based on availability of posts and budget.

5. Equal Opportunities

The EUAA 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 secondment

A) General Conditions

The secondment will be governed by the Management Board Decision No 1 of 25 November 2010 laying down rules on the secondment of national experts (SNE) [EASO/MB/2010/3](#). This decision is also available on the EUAA's website: <https://euaa.europa.eu/careers/vacancies>.

Seconded National Experts (SNEs) are staff employed by a national, regional, or local public administration or an IGO, who are seconded to the Agency so that it can use their expertise in a particular field.

The persons covered by these Rules must have worked for their employer on a permanent or contract basis for at least 12 months before their secondment and shall remain in the service of that employer throughout the period of secondment. The SNE's employer shall thus undertake to continue to pay his/her salary, to maintain his/her administrative status (permanent official or contract staff member) throughout the period of secondment and to inform the responsible Unit of the EUAA of any change in the SNE's situation in this regard. The SNE's employer shall also continue to be responsible for all his/her social rights, particularly social security and pension.

The initial period of secondment may not be less than three months or more than two years. It may be renewed once or more, up to a total period not exceeding four years.

B) Place of secondment

The place of secondment is **Malta**.

7. Application Procedure

All of the EUAA's vacancies can be found on our [Vacancies](#) page and online [e-Recruitment](#) tool. For applications to be valid, candidates shall use the EUAA's online e-Recruitment tool to create a candidate account, activate it, and complete all sections of the application form, as detailed in the [User Manual](#) found on the landing page. Candidates are requested to complete their application in English.

For applications to be valid, candidates shall attach a proof of intent ([Employer letter of intent SNE](#)) signed by the relevant administration that in the case of secondment the SNE will remain in the service of the current employer throughout the secondment period.

Incomplete applications will be disqualified and treated as non-eligible. In order to facilitate the selection process, all correspondence to candidates concerning this vacancy will be in English.

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



Upon successful selection, approval of the candidate's secondment (official letter) needs to be provided via the official email address of the Permanent Representation of the Member State concerned or, as the case may be, the associated countries missions to the EU, the diplomatic missions of the non-member countries whose nationals are eligible for the secondment and the IGOs.

Closing date:

The closing date for the submission of applications is **8 September 2026 at 12:00 pm** (noon - Malta time). The Agency will disregard any application received after this date and time.

Applicants are strongly advised **not to wait until the date of the deadline** to submit their applications. The EUAA 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, the Agency 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 secondment to the EUAA.

The Agency does not make public the names of successful candidates on reserve lists. However, it is possible that, for the purposes of selection and related planning purposes, members of the Agency's management may have access to reserve lists and, in specific cases, to the application form of a candidate (without supporting documents, which are kept confidential by the Human Resources Unit). Application files of non-selected 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/EC. You may find more information on the processing of your personal data here: [Data Protection Notice Selection and Secondment of Seconded National Experts \(SNEs\)](#).

9. Appeal Procedures

Any person to whom the Staff Regulations and the CEOS apply may submit to the competent Authority Empowered to Conclude Contracts of Employment a complaint against an act affecting him/her adversely within 3 months, pursuant to Article 90(2) of the Staff Regulations⁴ and under the conditions

⁴ In accordance with Article 46 of the CEOS, "[t]itle VII of the Staff Regulations, concerning appeals, shall apply by analogy".



laid down therein. Complaints concerning this selection procedure may be lodged either by post or by e-mail using the following contact details:

The Executive Director
European Union Agency for Asylum
Winemakers Wharf,
MRS 1917
Malta

E-mail: edsecretariat@euaa.europa.eu

Any person to whom the Staff Regulations and the CEOS apply may also lodge an action before the General Court of the EU within 3 months, pursuant to Article 270 of the Treaty on the Functioning of the European Union⁵ (TFEU) and Article 91 of the Staff Regulations and under the conditions laid down therein. More information about the submission of an action before the General Court of the EU can be found [here](#).

Any citizen of the EU or natural person residing in the EU may lodge a complaint with the European Ombudsman pursuant to Article 228(1) of the TFEU in respect of an instance of maladministration. The complaint must be lodged within 2 years of the date when the facts on which it is based came to the attention of the complainant, and after making the appropriate administrative approaches to the EUAA, pursuant to Article 2(3) of the Regulation (EU, Euratom) 2021/1163⁶ and under the conditions laid down therein. More information about the submission of a complaint before the European Ombudsman can be found [here](#).

Please note that complaints with the European Ombudsman do not affect the time limits to file a complaint under Article 90(2) of the Staff Regulations or to lodge an action before the General Court of the EU pursuant to Article 270 of the TFEU and Article 91 of the Staff Regulations, in accordance with Article 2(8) of the Regulation (EU, Euratom) 2021/1163.

⁵ Consolidated version of the Treaty on the Functioning of the European Union (OJ C 326, 26.10.2012, p. 47-390).

⁶ Regulation (EU, Euratom) 2021/1163 of the European Parliament of 24 June 2021 laying down the regulations and general conditions governing the performance of the Ombudsman's duties (Statute of the European Ombudsman) and repealing Decision 94/262/ECSC, EC, Euratom (OJ L 253, 16/07/2021, p. 1-10).