This recruitment brochure is intended solely for information and general guidance of candidates for the position of ECHO humanitarian expert (Technical assistant). This document is issued to provide a general overview of the benefits and entitlements of ECHO humanitarian experts. Please take note that all benefits and entitlements are linked to the individual contractual status of the expert. This document is not binding to the European Commission in any way.
1. **RECRUITMENT AND TYPES OF CONTRACTS**

1.1. **Recruitment of humanitarian experts**

As laid down in Council Regulation (EC) No 1257/96 and in Article 72 of the Cotonou Agreement, the mandate of the Directorate-General for Humanitarian Aid and Civil Protection (ECHO) is the management and financing of the European Union's humanitarian aid. Therefore, ECHO recruits experts experienced in the implementation of humanitarian aid.

Interested candidates must complete the application form available online.

Applications will be examined for their compliance with the inclusion criteria and validated candidates will be included on the list. This list will be used according to the humanitarian needs. All vacant positions are published on ECHO internet website; interested candidates have to apply for the open positions within the indicated deadline. According to their availability, their technical and professional capacities, such as education, experience and training, candidates' suitability are being assessed in the light of the specific requirements of each mission. Selected candidates will be called for an interview.

A humanitarian expert is not a statutory staff member at the European Commission and has no authority to act as a diplomatic or legal representative of the European Commission.

1.2. **Types of contracts**

The assignment of missions to newly recruited experts will give rise to an employment contract between the European Commission and the humanitarian expert. The contracts of humanitarian experts are governed by the "General Rules governing the employment contracts of technical assistants working in European Union humanitarian-aid operations in non-member countries" (General Rules) and by Belgian (employment) law.

1.2.1. **Fixed-term contracts of maximum 12 months (Short-term contracts)**

Short-term contracts cover missions of less than 12 months. These contracts cover the need for additional support in emerging crisis or ad-hoc needs in case longer term humanitarian experts are temporarily unavailable.

Short-term contracts are governed by the same "General Rules" mentioned above and by Belgian (employment) law. However, some provisions are different considering the short-term character of the mission. Therefore, the benefits and entitlements for humanitarian experts discussed below do not fully apply to a short-term contract.

Remuneration for a short-term contract shall not comprise the installation, annual leave and end-of-contract allowances. All accommodation in the framework of a short-term contract will be organised and paid by ECHO.

Short-term contracts will have an initial duration of 3 to 6 months and can be extended if needed. The total maximum duration of such contracts for one mission is 12 months.

Short-term missions are considered as "non-family postings".
The only humanitarian experts eligible for such short-term contracts are, in principle, humanitarian experts who have already worked for ECHO during at least two years.

1.2.2. Fixed-term contracts of minimum 12 months

Fixed-term contracts are usually offered to new experts or in specific situations. In general, new humanitarian experts will receive a contract of 1 year which may, if necessary, be renewed once for a fixed period of 1 year.

1.2.3. Open-ended contracts

Humanitarian experts can also be contracted under open-ended contracts. Such contracts of indefinite duration can be offered to an expert upon completion of a fixed-term contract, or to experts who have already worked for the Commission in the field of humanitarian aid.

As a result of a rotation system, such contracts may cover several consecutive places of posting. Open-ended contracts are equally governed by the "General Rules governing the employment contracts of technical assistants" mentioned above and by Belgian (employment) law.

2. PLACES OF EMPLOYMENT AND SECURITY

Humanitarian experts will be employed in countries outside the European Union, where ECHO funds humanitarian projects. Whatever the place of employment, the humanitarian expert shall also undertake duty travel, on ECHO's request.

For the places of posting, the Commission uses three categories of offices:

- category 1 offices: offices with a living conditions allowance – LCA – 0-30% of the reference amount
- category 2 offices: offices with a living conditions allowance – LCA – 35-40% of the reference amount
- category 3 offices: offices which are classified as "hardship-postings" where no family is allowed.

This classification is based on the current living conditions of the place of posting, the risk level and the security context. The normal duration of posting in a category 1 or 2 office is 4 years and in a category 3 offices it is 2 years.

Humanitarian experts will receive a full security briefing on the security situation and concerns at their place of employment before departure. Humanitarian experts are then obliged to fully comply with security instructions and restrictions.

3. SALARIES AND ALLOWANCES

Remuneration shall comprise a basic salary, a head of household allowance, an allowance for each dependent child, a function allowance, premiums paid for the group sickness,
accident and life insurance policy and premiums paid for the pension policy taken out by the Commission on behalf of the expert. Remuneration shall be expressed in euro.

On top of the remuneration, the following allowances will be granted: an allowance for living conditions, allowances for duty travel outside the place of employment, installation allowances, an end-of-contract allowance, annual travel allowances, and travelling allowance at the beginning and at the end of posting.

The main criterion for determining the basic salary, specified in the contract of employment, will be years of professional experience.

Guidance brackets for basic pay per month (as included in the 2014 salary grid):

- 3-5 years professional experience: EUR 5000 to 5300;
- 6-10 years professional experience: EUR 5450 to 6050;
- 11-20 years professional experience: EUR 6200 to 7550;
- over 20 years professional experience: EUR 7700 to 10950.

The basic salary may for instance be increased by:

- 15 to 50% of a reference amount (EUR 6050) according to living conditions prevailing in the country to which the humanitarian expert is posted;
- 5% of net amount shall be paid to "heads of household";
- a fixed allowance per month for each dependent child contingent on the age of the child (300 EUR for children less than six years old, 600 EUR for children of six years and older), which partially covers school fees.

The precise financial conditions relating to the contracts are outlined in Chapter IV of the General Rules and the accompanying financial conditions (Annex II).

The humanitarian expert shall comply with the tax law and practices in his country of employment and with any other fiscal legislation applicable to him. The expert shall bear sole responsibility for ensuring that he is properly informed of these matters and acts in accordance with the law.

Every year, the humanitarian expert shall sign a declaration on honour confirming that he complied with his fiscal obligations towards the competent States.

4. **Housing**

The European Commission provides the expert with accommodation at the place of employment, appropriate to the expert's local family situation, local living conditions and the rules laid down by the Commission. The expert is required to reside in the accommodation made available to him by the Commission.
The Commission reserves the right to place the expert in the accommodation of its choice. The Commission also reserves the right to lodge the expert with other humanitarian experts if local conditions so justify.

The lease shall be concluded between the lessor and the Commission.

A tenancy agreement laying down the parties' respective rights and obligations shall be concluded between the Commission and the expert.

The European Commission shall bear the expenses of renting accommodation. These rental costs shall in no circumstances include costs and charges in respect of the water, gas and electricity consumption of the expert and his family or any other charges relating to the use of the accommodation and any outbuildings.

In anticipation of his permanent accommodation at his place of posting, the expert shall be allowed to stay temporarily in an establishment selected by the European Commission. Only the relevant room expenses (including service and tax) shall be borne by the European Commission and reimbursed on production of supporting documents. Only the expenses made when the definitive accommodation was not yet available will be reimbursed. Meals, use of internet, telephone or any other services will not be reimbursed and have to be indicated on a separate bill, which will have to be paid by the expert himself.

The humanitarian expert shall be entitled to the same reimbursement of costs for himself, his spouse and each dependent child for not more than seven calendar days where he is obliged to stay in a temporary establishment prior to his definitive return on termination of his contract.

The precise housing conditions relating to the contracts are outlined in Chapter V of the General Rules and the accompanying Technical Note IV on accommodation.

5. INSTALLATION AND END-OF-CONTRACT ALLOWANCES

The humanitarian expert shall receive one or the other of the following allowances (in euro):

5.1. Installation allowance

A humanitarian expert required to transfer his residence when taking up his duties in the place of employment or transferring to another place of employment, shall receive an installation allowance to cover three types of expenses: the cost of transporting his personal effects, the additional cost of temporary lodgings while awaiting permanent housing (where applicable) and any other costs of installation/transfer to the place of posting.

The amount allocated in accordance with the calculation method specified in Technical Note 1 on the General Rules will be set to take account of the number of expatriate dependents living permanently with the expert six months after the signing of the employment contract or after the transfer to a new place of posting. It will be reduced in certain situations specified in that same technical note.
Entitlement to the allowance shall, however, become final only when the expert has completed at least 6 months’ service in the place of employment, and must be repaid to the Commission if the expert terminates his assignment before 6 complete months of service.

The installation allowance shall not apply in the case of fixed-term contracts with a duration of less than one year or open-ended contracts for assignments with a duration of less than one year.

5.2. End-of-contract allowance

An end-of-contract allowance will be granted to humanitarian experts who, on expiry of the contract, leave the service of the Commission and the country of employment after having completed a period of service of at least one uninterrupted year (including leave). This payment is designed to help cover the cost of transporting the expert's personal effects and any other resettlement expenses.

The amount awarded in accordance with the calculation method specified in Technical Note 1 on the General Rules will be set to take account of the number of expatriate dependents living permanently with the expert two months before the end of the employment contract. It will be reduced in certain situations specified in that same technical note.

6. Social Security

6.1. Sickness, medical evacuation, incapacity and life insurance

The humanitarian expert, his dependent spouse and children shall be covered by a group "sickness" and "medical evacuation" insurance policy taken out by the European Commission. The expert can also request that the cover of the "sickness" insurance would be expanded for his non-dependent children.

The expert himself will also be covered by an "incapacity-life" insurance taken out by the European Commission.

The humanitarian expert shall be required to contribute one-third of the premium.

Medical, pharmaceutical, hospital and surgical costs incurred by the humanitarian expert in the event of sickness or accident suffered by himself, his dependent spouse and/or children shall be reimbursed subject to the conditions (including ceilings) laid down in the policy.

In the event of the humanitarian expert's temporary incapacity for work as a result of sickness or accident, the European Commission shall itself pay the remuneration and allowances to which he is entitled for sixty days after such incapacity is ascertained. From the sixty-first day of incapacity, a daily allowance equal to 1/365th of his annual basic salary shall be paid to the humanitarian expert under the insurance policy, up to a maximum of 365 days. Both the expert and the Commission shall continue to pay the premiums of the group sickness, accident and life insurance and pension scheme.
The risks of death through sickness or accident and of permanent disability shall be covered by the group insurance policy in accordance with the conditions laid down therein. In the event of the death of the expert, his expatriate dependent spouse or an expatriate dependent child, the Commission/insurer shall bear the transportation costs and the special costs of repatriating the human remains.

Prior to signing his contract, the humanitarian expert shall undergo a medical examination and submit to the European Commission a certificate of good health, expressly certifying his fitness to work at the countries of employment. The humanitarian expert is required to have such vaccinations as are required for entering his country of employment. The relevant costs of the examination and vaccinations shall be repaid by the insurers or, failing this, by the European Commission.

6.2. Pension insurance

The European Commission pays a monthly contribution to an insurer for the purpose of providing a pension. The humanitarian expert shall be required to contribute one-third of the premium.

Each contributing expert shall be informed of the general and specific conditions governing this insurance, the rules of which shall be supplied to him upon his taking up employment.

7. Working hours and leave entitlements

Working days shall be laid down by the European Commission, in each place of employment, by reference to local law and practice and the requirements of the service. No payment shall be made in respect of overtime working.

The humanitarian expert will be entitled to the public holidays which will be fixed by the Commission, taking into account local customs in the place of employment. Such days shall not be deducted from annual leave and shall not exceed 15 days per calendar year.

The humanitarian expert shall be entitled to paid annual leave calculated on the basis of 2.5 working days per month worked or equivalent.

In addition to normal leave, the humanitarian expert may at his request under certain conditions be granted special leave, namely on the grounds of special (family) circumstances, leave for the birth/ adoption of a child, respite leave and unpaid leave.

8. Travel and related entitlements

The European Commission shall participate in the travel costs of the humanitarian expert and, when applicable, of the members of his family (his spouse and dependent children moving with him to the place of employment), between his place of origin and his place of employment in the following circumstances:
• If required, the journey from the current place of residence to Brussels at the beginning of the contract;

• initial departure to the place of employment;

• where the humanitarian expert takes annual leave, except for short-term contracts;

• in the event of a change in the place of employment;

• return to the place of origin on termination of the appointment.

An annual lump sum shall be granted to an expert having a contract of at least 12 months as a contribution to the travel costs of annual leave and those of his expatriate dependent spouse and dependent children. The amount will depend on the distance between the place of employment and Brussels and the age of the beneficiaries.

The exact amounts of the reimbursement of the travel expenses mentioned above are further specified in the "Technical Note I on the General Rules" and the "Technical Note III on leave entitlements".

\[ \text{Reference amount : fixed on 01/11/2014 to basic salary of a technical assistant with 10 years experiences, in humanitarian aid, EUR 6050} \]