ADMINISTRATIVE PROCEDURES

COMMISSION

Call for applications from individual experts for technical assistance to third countries in the area of humanitarian aid

(2008/C 112/13)

1. GENERAL INFORMATION

(a) Type of missions

The Directorate General for Humanitarian Aid — ECHO is responsible for the management and financing of the European Community’s humanitarian aid, the conditions for which are laid down in Council Regulation (EC) No 1257/96 (1).

In line with article 4 of this Regulation, ECHO’s mandate includes, in particular, the following activities:

— preparatory and feasibility studies for humanitarian operations and the assessment of humanitarian projects and plans,
— operations to monitor humanitarian projects and plans,
— measures to strengthen the Community’s co-ordination with the Member States, other donor countries, international humanitarian organisations and institutions, non-governmental organisations and organisations representing them,
— the technical assistance necessary for the implementation of humanitarian projects.

The European Commission is, therefore, seeking experts to carry out such humanitarian aid missions. Experts will work in third countries outside the European Union. The missions to be performed are of extended duration and for a minimum of 12 months.

(b) Inclusion criteria

Interested candidates must be included in the European Commission’s list of experts. Those wishing to be included in the list must satisfy all the following conditions. They must:

— hold a higher education diploma (degree or masters level) or secondary school leaving certificate,
— possess a minimum of three years’ professional experience in humanitarian aid and a minimum of two years’ relevant experience in their chosen areas of expertise (2) outside the European Union and other industrialised countries (1), other than their country of origin. A minimum of five years’ experience of which one year outside the European Union and other industrialised countries, other than their country of origin, is required for areas 15 (information and communication) and 16 (financial and administrative management of field offices).

(2) The list of areas of expertise is published on the Internet.
(3) The list of countries where professional experience is considered relevant for the purposes of this call for applications is published on the Internet.
— be proficient in at least one of the following languages: English, French or Spanish,
— possess a valid driving licence.

Only candidates who are citizens of one of the member states of the European Union or nationals of countries eligible for Community projects and programmes may apply for inclusion in the list. A list of these countries is published on the Internet.

N.B. Candidates already included in the list following the previous call for applications of 26 September 2000 must re-apply.

2. HOW TO APPLY

Interested candidates may apply at any time. However, the European Commission reserves the right to exclude candidates from this call for applications or restrict it to certain areas.

Applications will be examined for their compliance with the inclusion criteria and candidates will be included on the list at four-monthly intervals beginning in July 2008. Any change in the frequency will be announced on the Internet.

Interested candidates must use the list of areas of activity published on the Internet in order to complete the on-line application form available on the Internet via the Europa server at the following electronic address:

http://ec.europa.eu/echo/jobs/experts_en.htm

Candidates will be selected by the selection boards for inclusion on the list in their chosen area(s) solely on the basis of the information on their application form.

N.B. Incomplete and/or inconsistent applications will not be considered.

The Commission may ask candidates included in the list to produce diplomas and documents supporting statements made in their application form at any time.

3. USE OF THE LIST AND ASSIGNMENT OF MISSIONS

The list will be used according to technical assistance needs and depending on the availability and technical and professional capacities (experience and training) of candidates, after their suitability has been assessed in the light of the specific requirements of each mission. The Commission will then decide to contact them. Candidates may be called for interview. The starting date of the services required may be notified at short notice (from a few weeks to three months).

Candidates included on the list must update their on-line applications annually on their own initiative or their names will be expunged from the list after two years. The Commission must also be notified of any change of contact details.

Inclusion on the list does not imply entitlement to a contract.

The results of the assignment of missions will be published on Europa at six-monthly intervals.

4. CONTRACTUAL AND FINANCIAL CONDITIONS

The assignment of missions will give rise to a direct employment contract between the Commission and the expert.

The contract will be of variable duration. The main criterion for determining the basic salary will be years of professional experience, although other criteria such as the expert’s level of training, quality of professional experience and the degree of difficulty or responsibility of the assignment may also be taken into account.
The basic salary will be increased by:
— 0 to 25% of a reference amount (EUR 5,387 per month) according to living conditions at the location of the mission,
— 5% of basic pay as a head of family allowance,
— EUR 263.11 per month for each dependent child,
— a daily settling-in allowance fixed according to the place of work and payable for up to two months.

The precise financial conditions relating to the contracts are outlined in the General Rules Governing the Fixed-Term Employment Contracts of Technical Assistance Staff.

Social security cover (sickness, accident) and insurance policies (incapacity, death, pension) will be fixed by the contractual provisions and the legislation applicable.

In accordance with contractual conditions, experts are entitled to annual paid leave.

**Guidance brackets for basic pay per month:**

<table>
<thead>
<tr>
<th>Professional Experience</th>
<th>Basic Pay Range</th>
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</thead>
<tbody>
<tr>
<td>3-5 years'</td>
<td>EUR 4,410 to 4,550</td>
</tr>
<tr>
<td>6-10 years'</td>
<td>EUR 4,695 to 5,330</td>
</tr>
<tr>
<td>11-20 years'</td>
<td>EUR 5,505 to 7,015</td>
</tr>
<tr>
<td>over 20 years'</td>
<td>EUR 7,340 to 8,960</td>
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</tbody>
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N.B. Pay and allowances will be adjusted at regular intervals.