

THE EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK (EU-OSHA) is seeking to recruit its LIAISON OFFICER

Come join the EU-OSHA to represent it in its Liaison Office **located in Brussels**.

We are a dynamic Agency of the European Union based in the city of Bilbao with 65 staff members dedicated to promoting safe, healthy, and productive workplaces through technical, scientific, and economic information that supports policy-making and workplace risk prevention.

We are seeking a constructive and enthusiastic colleague with a solid knowledge of the EU's institutional framework and EU policy-making processes with a strategic mindset and excellent communication skills, able **to work in a solo office environment** in its **Brussels liaison office** for a long-term renewable three-year contract¹.

In our vibrant and respectful multicultural environment, we foster work-life balance and offer flexible working arrangements such as part-time work, flexible hours, and teleworking.

By joining EU-OSHA, on top of receiving an attractive salary, you would be covered [by EU Joint Sickness Insurance](#) and would contribute [to EU pension scheme](#). For more information on our activities, go [to http://osha.europa.eu](http://osha.europa.eu) and for more details on contractual and working conditions, go to [section 6](#) of this vacancy notice.

If you have the profile we are looking for and want to join the EU-OSHA team while working mainly from Brussels, do **send us your application by 12 June 2024!**

EUOSHA/TA/24/02 – EU-OSHA LIAISON OFFICER (AD6)²

1 JOB FRAMEWORK

EU-OSHA was established as an information Agency, with a strong network at its core. Maintaining and further strengthening its relations with key stakeholders is essential to the Agency's continued success in helping improve the safety and health of EU workers. Many of EU-OSHA's most important stakeholders are based, or have representation, in Brussels, such as the EU Institutions and Social Partners at sectoral and EU level. Reporting to, and working with, the Executive Director, the Liaison Officer will contribute to maintaining and further strengthening the relations of EU-OSHA with its stakeholders; enlarging the impact of EU-OSHA's work, its visibility and policy relevance at EU level; monitoring developments and contributing to EU policymaking through promotion of EU-OSHA's work in the areas covered by its mandate.

2 JOB PROFILE

Reporting directly to the Executive Director of the Agency, and as a member of the Networking Team, the Liaison Officer will be responsible for the following main duties:

- Fostering stakeholder engagement, building a close relationship with social partner organisations at EU level, EU institutions and other relevant organisations, ensuring a regular and pro-active co-operation with EU-OSHA;

¹ It may be renewed for a five-year period. Any further renewal would be for an indefinite period

² This document – originally prepared in English language - may be **machine** translated in other languages of the EU. In such a case, the original English version will prevail for all purposes.

- Exploring, initiating and following up cooperation activities with stakeholders and EU institutions with the aim to strengthen EU-OSHA's contribution through its knowledge and expertise to EU policymaking;
- Monitoring, analysing and reporting on policy developments relevant to EU-OSHA's mandate, in order to increase EU-OSHA's capacity to influence in the decision-making process;
- Preparing and carrying out proactive promotion of research findings and feeding the EU policy processes; coordinating EU-OSHA contributions (active EU-OSHA participation in relevant stakeholders' events, contribution to related policy documents, projects' outputs);
- Reporting and communicating EU-OSHA's activities and priorities to strengthen visibility and knowledge of EU-OSHA in the EU environment;
- Representing EU-OSHA externally at various events, meetings and working groups acting as a speaker, facilitator or official representant;
- Supporting the budgetary process by facilitating information exchange with the European Commission and the budgetary authority;
- Liaising and cooperating closely with colleagues in research and in other units; facilitating where needed their work with counterparts in Brussels;
- Performing any other related task requested by the line management in the interest of the service.

3 ELIGIBILITY CRITERIA

To be considered eligible for this selection procedure, candidates must satisfy all of the following requirements:

General conditions

Candidates must:

- be a national of one of the Member States of the European Union, Iceland, Norway, or Liechtenstein (parties of the EEA Agreement);
- have fulfilled any obligations imposed on them by the applicable laws on military service;
- produce the appropriate character references as to their suitability for the performance of their duties³;
- be physically fit to perform the duties.

Education and professional experience

Candidates must have a level of education that corresponds to completed university studies of at least three years attested by a diploma.

Only diplomas that have been awarded in EU member states or that are the subject of equivalence certificates issued by authorities in the said member states will be taken into consideration.

Knowledge of languages

Candidates must possess a thorough knowledge ⁴ of one of the official languages of the EU and a satisfactory knowledge⁵ of another EU language to the extent necessary for performance of his/her duties.

³ Prior to appointment, evidence of no criminal record is needed.

⁴ Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#)

⁵ Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#)

4 SELECTION CRITERIA

The following criteria will be used to assess eligible candidates through their application, interview and written test(s).

4.1. Essential

Candidates must have the following:

Professional experience, knowledge and skills

- At least 3 years of professional experience in line with the duties under the job profile, including experience in networking and interacting with a wide range of stakeholder representatives, including at high level;
- EU Institutional, Political and Regulatory advanced knowledge
- English: at least level C1 in all dimensions⁶;
- Excellent prioritisation and organisational skills;
- Good digital skills with the capacity to easily adapt to different tools and software;

Behavioural competencies

- Very good communication, including networking and negotiation skills;
- Excellent stakeholder management skills, including strong ability to act as public speaker, facilitator and presenter;
- Ability to work in a solo office environment.

4.2. Advantageous

The non-fulfilment of one or more of these advantageous criteria will not result in the candidate's exclusion from the selection process, but it may affect their chances of being invited for interview and written test(s).

Professional experience, knowledge and skills

- Knowledge and understanding of EU-OSHA's mandate and activities;
- Knowledge and experience in the policy field of social affairs and employment;
- French: at least level B2 in all dimensions⁷;

5 SELECTION PROCEDURE

A Selection Committee is appointed for this selection procedure. The composition is as follows: Donianzu Murgiondo, Jesper Bejer, Heike Klempa.

The work of the Selection Committee and its deliberations are confidential. Candidates shall not make direct or indirect contact with them or have anybody do so on their behalf. Any infringement of this rule constitutes grounds for disqualification from the selection procedure.

All inquiries for information should be addressed via email only to recruitment@osha.europa.eu, quoting the reference of the procedure (EUOSHA/TA/24/02).

The selection procedure will be carried out in three phases.

⁶ as defined in the [European framework of reference for languages](#)

⁷ as defined in the [European framework of reference for languages](#)

Phase 1 – Screening of applications

1.1. Eligibility

The Selection Committee will assess whether candidates meet the eligibility criteria with the help of HR Section who will carry out a preliminary review of all applications. Only applications meeting all eligibility criteria (see section 3 above) as per the candidate 'self-declaration' will move to the next phase. Candidates who do not fulfil one or more of the eligibility criteria at the closing date for applications, will be disqualified. Applicants can see the status of their application within the EU-OSHA Recruitment tool. This step usually takes place within one month after the closing date for applications.

1.2. Selection for interview and written test(s)

The Selection Committee will assess the information⁸ provided in the applications against criteria listed under section 4. Candidates presenting the most appropriate applications will be invited for an interview and written test(s). It is expected that around 6 candidates will be invited. Indicatively, this is expected to take place early September 2024.

Phase 2 – Interviews and written test(s)

The Selection Committee will assess the candidates' professional experience, knowledge, skills and behavioural competencies as per section 4, as well as motivation.

The interview and test(s), a part of which will be in anonymised form, will be carried out in English and remotely.

For candidates who have English as their mother tongue or first language, the level⁹ of their 2nd EU language as declared in their application should be tested using appropriate means. The knowledge of other relevant languages as stated by the candidate in their application may also be assessed.

Upon completion of this phase, the Selection Committee will submit to the Executive Director the list of candidates having reached at least 70% of the points allocated to behavioural competencies and motivation and at least 70% of the points allocated to professional experience, knowledge and skills.

Phase 3 – Possible job offer or inclusion in reserve

Considering the list submitted by the Selection Committee, the Executive Director may discuss further with one or more candidates regarding their background and motivation before deciding on the most suitable candidate for a possible job offer and/or the inclusion of suitable candidates in a reserve list, if any. This step is planned to take place within one month after the date of interview. The reserve list will, if any, be valid until 31/12/2025 and may be extended. Inclusion in the reserve list does not guarantee being offered a job.

Prior to a possible job offer references check may be arranged.

6 ENGAGEMENT AND CONDITIONS OF EMPLOYMENT

The contract of employment is pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union¹⁰ (CEOS) for a long-term contract of three years as Temporary Agent Function Group AD, grade 6, which may be renewed not more than once for a fixed period of time (5 years). Any further renewal would be for an indefinite period. The jobholder will be subject to a probationary period of 9 months.

⁸ The motivation candidates write in their application is not considered nor assessed during the screening of applications (phase 1)

⁹ Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#)

¹⁰ The full text is available [here](#).

The EU-OSHA will be bound to the job offer only where the successful candidate, prior to the contract signature, has:

- provided original or certified copies of all requested documents proving for instance, their eligibility,
- undergone the compulsory medical examination that establishes they meet the standard of physical fitness necessary to perform the duties involved,
- informed EU-OSHA of any actual or potential conflict of interest and has been considered as having no personal interest such as to impair their independence or any other conflict of interest through a specific form.

Job environment

The position **is based in Brussels** and the selected jobholder is required to reside in Brussels or its surroundings. The jobholder will regularly have to travel and stay for some days in Bilbao, at EU-OSHA's headquarters. Related costs will be covered in line with mission rules.

At EU-OSHA we foster flexible working arrangements and strive for our staff's work-life balance. For instance, in accordance with current applicable rules, working time is based on an average of 40-hour working week and we offer part-time work, flexible working hours and teleworking. **Teleworking from Brussels and its surroundings** is possible for **up to 60% per week**. In addition, it is also possible to telework for **up to 10 days per year from outside Brussels and its surroundings**.

Pay and welfare benefits

The remuneration of the staff members consists of a **basic salary** and possible allowances paid in Euro.

Staff **may be** entitled to various **allowances** depending on their personal situation, in particular foreign residence allowance (4% of the basic gross salary) or expatriation allowance (16% of the basic gross salary) and family allowances (such as household allowance, dependent child allowance, pre-school allowance and education allowance).

The salary of the jobholder is subject to a Community tax deducted at source and is **exempt from national tax**. The salary package includes the contributions to the EU social security and pension schemes.

As an indication, the net monthly salary for a Temporary Agent AD6 step 2 (i.e. with at least 6 years of professional experience after required level of education) is of around 6,000 Euro for an expat, single, and around 8,000 Euro for an expat with 2 children at pre-school.

Under certain circumstances, in particular where the jobholder is obliged to change their place of residence in order to take up employment, the Agency may also reimburse some expenses incurred, notably removal expenses.

From day 1, staff are covered against sickness and accident through the EU Joint Sickness Insurance Scheme (JSIS). JSIS reimburses 80-85% of most healthcare costs and in case of accident, it reimburses up to 100%.

Staff have also the possibility to earn an EU pension after just 10 years of working for an EU institution. Normal retirement age is 66, but one can also retire as early as 58 with a deduction of the pension amount.

To read more on the advantages of working for EU-OSHA, please follow this [link](#).

Continuity of employment within EU Agencies

Should the successful candidate(s) hold a Temporary Agent 2(f) contract and qualify for a transfer under the terms of the Implementing Rules on the "Engagement and use of Temporary Staff", the grade bracket that can be accommodated for this position is AD5 – AD7.

7 APPLICATION PROCESS

Commitment to equal opportunities

EU-OSHA is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility criteria and are interested in the position. EU-OSHA is committed to accommodating the needs of applicants and selected candidates who may have special requirements (e.g. for reasons of disability). EU-OSHA ensures that its selection procedure does not discriminate on the grounds of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

Application

Candidates must submit their application through the Agency eRecruitment tool [\[here\]](#).

Candidates need first to create an account in the eRecruitment tool and then to submit their applications.

The application must be submitted in the eRecruitment tool by no later than Wednesday **12/06/2024 at 13h00, Bilbao Time**.

Candidates are strongly advised not to wait until the date of the deadline to submit their applications. EU-OSHA is not held responsible for any delays in submission of applications due to technical difficulties or any other factors that may arise at the last minute.

Candidates can check the status of their application within the eRecruitment tool and the main steps of the selection procedure on the [website](#).

8 DATA PROTECTION

EU-OSHA respects the privacy of its candidates and processes their personal data as required by [Regulation \(EU\) 2018/1725](#). For more information, please follow this [link](#).

9 LEGAL REMEDIES

Candidates can submit a request for review or a complaint within the set deadlines and as indicated in the following [link](#).