



LIETUVOS NUOLATINĖ ATSTOVYBĖ EUROPOS SĄJUNGOJE

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Viešojo valdymo agentūrai
LR užsienio reikalų ministerijai
LR vidaus reikalų ministerijai
LR socialinės apsaugos ir darbo ministerijai

2026-08-

Nr. (76.2.5E) S76-

DĖL NAUJŲ DARBO SKELBIMŲ PERSIUNTIMO

Persiunčiame Europos Sąjungos prieglobsčio agentūros (EUAA) raštą, kuriuo informuojama apie naujus darbo skelbimus įvairioms pareigybėms.

PRIDEDAMA: 20 lapai.

Vyriausiasis patarėjas,

Tomas Gražiūnas

Laikinais atliekantis Lietuvos nuolatinio atstovo Europos Sąjungoje funkcijas



External Vacancy Notice

Reference: EUAA/2026/CA/006

Publication: External
Title of function: Training Officer
Category and grade: Contract Agent* – FG IV

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:01962R0031-20250101>

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 Training Officer will be working within the Training and Professional Development Centre (C2) of the EUAA and will be responsible for the following tasks:

1. Act as an EUAA module design coordinator for the development/update/upgrade of training modules within the framework of the EUAA European asylum curriculum as well as in the development of other training processes, namely to plan developments, updates and upgrades, coordinate meetings with deployed experts and external experts, evaluate the training material produced and ensure its quality;
2. Deliver train-the-trainer sessions, regional train-the-trainer sessions and ad hoc training sessions (both online and face-to-face) within the framework of the EUAA European asylum curriculum in various countries, including third countries;
3. Deliver training and Work Integrated Learning activities in the context of EUAA operational training in various countries;
4. Support with the contract management of service contracts within the scope of the Sector's work in line with EU/EUAA procurement and financial rules and regulations;
5. Contribute to the implementation of activities aimed at enhancing quality standards in the design, development and delivery processes;
6. Cooperate with the other Units and Departments in organising and facilitating training related activities within the framework of the EUAA European asylum curriculum in various countries, including third countries;
7. Provide support to the planning, organisation and content preparation of annual meetings, such as the Training National Contact Point meetings, Trainer's Network meetings and the Reference Group meeting;
8. Perform any other task, in the interest of the service, as requested by the Head of Centre/ Unit/ Sector.

3. Requirements

A) Eligibility Criteria

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



1. Have a level of education that corresponds to completed university studies of at least 3 years attested by a diploma³;
2. Be nationals of one of the Member States of the European Union, Iceland, Liechtenstein, Norway, and Switzerland;
3. Be entitled to full rights as an EU citizen;
4. Have fulfilled any obligations imposed on them by the laws on military service;
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 post⁴;
6. Meet the character requirements for the duties involved⁵;
7. Be physically fit to perform the duties linked to the post⁶.

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. Proven professional experience of at least three years in a position related to the aforementioned tasks (section 2. Job description) in the area of international protection and migration;

³ Only diplomas issued by EU Member State authorities and diplomas recognised as equivalent by the relevant EU Member State bodies are accepted. If the studies determining eligibility took place outside the European Union, the candidate is required to present documentation attesting that their qualification is recognised by a European Union Member State body delegated officially for this purpose (such as a national Ministry of Education). Only candidates who have received an offer letter will be required to provide this documentation.

⁴ See <https://epso.europa.eu/en/selection-procedure/general-and-specific-eligibility-requirements>

⁵ Before the appointment, the successful candidate shall be asked to provide proof of a non-existent criminal record.

⁶ Before the appointment, the successful candidate shall be medically examined by one of the institutions' medical officers which will enable EUAA to ensure that he/she fulfils the requirement stated in Article 28(e) of the Staff Regulations of the Officials of the European Union.

2. In-depth understanding of the EU policies, instruments and tools in the field of the Common European Asylum System (CEAS), including the Pact on Migration and Asylum;
3. Proven professional experience of at least one year in design and delivery of training and implementing various learning methodologies, including a blended learning approach to training for different target groups;
4. Professional experience in cooperating with Member States' authorities, EU Institutions/Agencies/Bodies, International Organisations and civil society organisations.

Advantageous

1. Proven professional experience in project management (including development and implementation of projects) and related project monitoring and reporting;
2. Post-graduate university degree or Ph.D obtained in the field of international protection or in another field relevant to the job description.

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 language, the working language of the EUAA;
2. Competent user of electronic office equipment and applications (word processing, spreadsheets, presentations, electronic communication, internet, web- based tools, etc.);
3. Excellent planning and, organisational skills and ability to prioritise work and deliver under pressure;
4. Excellent analytical and problem-solving skills;
5. Excellent drafting and communication skills;
6. Very good knowledge of and technical expertise of the EU asylum acquis;
7. Excellent interpersonal skills;
8. Ability to work effectively in a multidisciplinary team in a multicultural and multilingual environment;
9. 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. Recruitment 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.

The assessment phase will be devised to evaluate 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 included in the Vacancy Notice.

Please note that only candidates who are successful in the interview and written test will have the possibility of being placed on the 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) Verification of supporting documents

Only candidates who receive an offer letter will be required to present **originals or certified copies** of the documents listed below to confirm the accuracy and eligibility of the application against their supporting documents:

- A document proving their citizenship (e.g., passport);
- Any academic qualification mentioned in the application;
- Any professional experience mentioned in the application.

E) 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 recruitment of a similar post depending on the needs of EUAA.

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

Prior to taking up duties, the successful candidate will be asked to undergo a compulsory medical examination by one of the institutions' medical officers which will enable the EUAA to ensure that they fulfil the requirement stated in Article 28(e) of the Staff Regulations of the Officials of the European Union.

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 employment

The successful candidate(s) will be appointed by the Executive Director following the selection procedure and 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 will undergo an initial probation period of nine months.

The Contract Agent post in question will be placed in group FG IV. The basic salary of a **Contract Agent FG IV (grade 13, step 1)** is EUR **4,449.31** which is weighted by the local correction coefficient (for Malta currently 92.4%). In addition to the basic salary, the EUAA offers various allowances and benefits depending on personal circumstances, such as:

- Family allowances;
- Expatriation or foreign residence allowance;
- Entry into service-related allowances (travel expenses, daily subsistence allowances, removal expenses, installation allowances);
- Annual travel allowances;
- Social benefits;
- Benefits stemming from agreements with national Governments;
- Benefits stemming from service level agreements with pre-schools and schools;
- Wide range of leave entitlements;
- Benefits to support work-life balance;
- Relocation services in Malta.

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 scheme.

For further information on Conditions of Employment please refer to EUAA website section [Work for EUAA](#) and to [Conditions of Employment of Other Servants of the European Union \(CEOS\)](#).

The place of employment 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.

Incomplete applications will be disqualified and treated as non-eligible.

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 English.



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

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 recruitment at 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 recruitment and related planning purposes, members of the Agency's management may have access to reserve lists and, in specific cases, to the application of a candidate.

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 Recruitment for Temporary and Contract Staff](#).

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 Regulations⁷ and under the conditions 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**

⁷ In accordance with Article 46 of the CEOS, "[t]itle VII of the Staff Regulations, concerning appeals, shall apply by analogy".

**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 Union⁸ (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) 2021/1163⁹ 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.

⁸ Consolidated version of the Treaty on the Functioning of the European Union (OJ C 326, 26.10.2012, p. 47-390).

⁹ 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).



External Vacancy Notice

Reference: EUAA/2026/TA/019

Publication: External
Title of function: Head of External Dimension Unit
Category and grade: Temporary Agent* – AD 10

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:01962R0031-20250101>

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 Head of the External Dimension Unit (EDU) will be working within the Institutional and Horizontal Affairs Centre (C4) and will be responsible for managing, coordinating and supervising the work of the Unit.

The External Dimension Unit is responsible for coordinating and delivering support to partner third countries and for coordinating and maintaining relations with those countries and with other stakeholders in relation thereto.

The Unit consists of two Sectors: the Pre-Accession Cooperation Sector (PACS) and the Global Affairs, Africa and Middle East Sector (GAMS).

The Pre-Accession Cooperation Sector has the following main tasks:

- Advising on strategic cooperation with pre-accession countries; contributing to the institutional overview of the Agency's external dimension strategic direction and monitoring developments in these countries.
- Setting up and participating in meetings with pre-accession countries, and with other stakeholders as necessary in relation to this engagement; preparing and coordinating briefings and strategic 'lines to take' for senior managers participating in those meetings.
- Contributing to and/or participating in policy debates and discussions on the external dimension of migration and asylum relating to pre-accession countries.
- Coordinating the process for the preparation and negotiation of cooperation frameworks for the Agency's work with candidate countries, (i.e. working arrangements, memoranda of understanding, administrative arrangements, roadmaps, etc.) and ensuring proper implementation.
- Cooperating with and providing capacity building support to pre-accession countries.
- Negotiating, concluding and implementing programmes and projects in support of pre-accession countries, including projects with external funding.
- Cooperating with EU+ countries in their efforts to support pre-accession countries, including through the Third Country Cooperation Network, and related working groups.
- Ensuring strengthened cooperation between partner third countries and the Agency through liaison officers deployed to those countries.

The Global Affairs, Africa and Middle East Sector has the following main tasks:

- Advising on strategic cooperation with Middle East and African countries; contributing to the institutional overview of the Agency's external dimension strategic direction and monitoring developments in the regional context.
- Setting up and participating in meetings with Middle East and African countries, and with other stakeholders as necessary in relation to this engagement; preparing and coordinating briefings and strategic 'lines to take' for senior managers participating in those meetings.
- Contributing to and/or participating in policy debates and discussions on the external dimension of migration and asylum relating to Middle East and African countries.
- Coordinating the process for the preparation and negotiation of cooperation frameworks for the Agency's work with Middle East and African countries, (i.e. working arrangements, memoranda of understanding, administrative arrangements, roadmaps, etc.) and ensuring proper implementation.
- Cooperating with and providing capacity building support to Middle East and African countries.
- Negotiating, concluding and implementing programmes and projects in support of the relevant key Middle East and African countries, including projects with external funding.
- Cooperating with EU+ countries in their efforts to support Middle East and African countries, including through the Third Country Cooperation Network, and related geographic and thematic working groups.
- Ensuring strengthened cooperation between partner third countries and the Agency through liaison officers deployed to those partner countries.
- Coordinating horizontal relations with stakeholders in relation to the external dimension, including the Justice and Home Affairs Agencies Network, the European Commission, etc.

The Head of the External Dimension Unit will be responsible for the following tasks:

A) Specific responsibilities

1. Lead and manage the External Dimension Unit, within the Institutional and Horizontal Affairs Centre;
2. Advise on, and ensure, cooperation with EU pre-accession countries and the Middle East and North Africa, and maintain a horizontal overview of the EUAA's engagements with such countries;
3. Supervise the drafting, negotiation and conclusion, as well as implementation of Working Arrangements and other cooperation frameworks with partner third countries;



4. Lead and manage the planning and implementation of capacity development support to partner third countries;
5. Steer the negotiation and implementation of agreements for external funding for the purpose of capacity development;
6. Steer and supervise the deployment of EUAA Liaison Officers to third countries;
7. Coordinate and/or organise consultations and other activities with partner third countries and in relation thereto;
8. Coordinate and supervise drafting of briefing notes, concept notes, policy papers, speeches and meeting reports as required;
9. Moderate and participate in meetings representing the Agency as required;
10. Ensure monitoring of international developments relating to international protection;
11. Contribute to the drafting of EUAA's Annual Work Programme, budget estimates and other strategic documents and contribute to monitoring and reporting on their implementation.

B) General responsibilities

1. Plan activities, monitor the execution of the allocated budget and properly manage allocated staff members and allocated funds in accordance with the principles of good governance;
2. Coordinate and collaborate with other units within the centre and in other centres in EUAA to ensure synergies where possible and jointly achieve EUAA's goals;
3. Perform any other task, in the interest of the service, as required by the Head of Centre.

3. Requirements

A) Eligibility Criteria

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

1. Have a level of education which corresponds to completed university studies of at least 4 years attested by a diploma and, after having obtained the university diploma, at least 12 years of appropriate professional experience, or



have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma and, after having obtained the university diploma, at least 13 years of appropriate professional experience³;

2. Be nationals of one of the Member States of the European Union, Iceland, Liechtenstein, Norway, and Switzerland;
3. Be entitled to full rights as an EU citizen;
4. Have fulfilled any obligations imposed on them by the laws on military service;
5. Possess a thorough knowledge (level C1 in all dimensions as per the Common European Framework of Reference for Languages or CEFR) of one of the official EU languages and a satisfactory knowledge (level B2 in all dimensions as per the CEFR) of another one of these languages to the extent necessary for the performance of the duties pertaining to the post⁴;
6. Meet the character requirements for the duties involved⁵;
7. Be physically fit to perform the duties linked to the post⁶.

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 five years relevant to section 2. Job description, in particular experience in the strategic coordination of engagement with the national authorities of EU pre-accession countries and/or the Middle East and North Africa;

³ Only diplomas issued by EU Member State authorities and diplomas recognised as equivalent by the relevant EU Member State bodies are accepted. If the studies determining eligibility took place outside the European Union, the candidate is required to present documentation attesting that their qualification is recognised by a European Union Member State body delegated officially for this purpose (such as a national Ministry of Education). Only candidates who have received an offer letter will be required to provide this documentation.

⁴ See <https://epso.europa.eu/en/selection-procedure/general-and-specific-eligibility-requirements>

⁵ Before the appointment, the successful candidate shall be asked to provide proof of a non-existent criminal record.

⁶ Before the appointment, the successful candidate shall be medically examined by one of the institutions' medical officers which will enable EUAA to ensure that he/she fulfils the requirement stated in Article 28(e) of the Staff Regulations of the Officials of the European Union.

2. Professional experience of at least two years as a manager, in particular as regards planning, people management, change management and allocation of resources;
3. Very good knowledge of the area of migration and international protection, particularly the EU legal framework relating to international protection.

Advantageous

1. Professional experience in overseeing project management, in particular in relation to projects funded by donors;
2. Professional experience in coordinating capacity building support in the field of international protection.

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, internet, etc.);
3. Excellent planning and organisational skills and ability to prioritise work and deliver under pressure;
4. Ability to delegate, establish objectives and monitor follow-up of activities;
5. Excellent analytical and problem-solving skills;
6. Excellent communication and well-developed interpersonal skills;
7. Ability to motivate, coach and develop staff members effectively in a multidisciplinary team, in a multicultural and multilingual environment;
8. Excellent diplomatic and negotiation skills;
9. Ability to work as part of a team of managers;
10. 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. Recruitment 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;
- Assessment centre;
- Interview with the Executive Director.

The assessment phase will be devised to evaluate 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 included in the Vacancy Notice;
- Hands-on management skills will be analysed in an Assessment Centre, which will include group and individual exercises and activities as well as in-depth interviews. These will be provided by an external provider.

Please note that only candidates who are successful in the interview and written test will have the possibility of being placed on the reserve list. These candidates will then be asked to attend an assessment centre and an additional interview with the Executive Director.

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) Verification of supporting documents

Only candidates who receive an offer letter will be required to present **originals or certified copies** of the documents listed below to confirm the accuracy and eligibility of the application against their supporting documents:

- A document proving their citizenship (e.g., passport);
- Any academic qualification mentioned in the application;
- Any professional experience mentioned in the application.

E) 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 recruitment of a similar post depending on the needs of EUAA.

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

Prior to taking up duties, the successful candidate will be asked to undergo a compulsory medical examination by one of the institutions' medical officers which will enable the EUAA 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

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 employment

The successful candidate(s) will be appointed by the Executive Director following the selection procedure and will be recruited as a Temporary Agent according to Article 2(f) of the CEOS for a period of 5 years, which may be renewed. The Temporary Agent will undergo an initial probation period of nine months.

The Temporary Agent post in question will be placed in group AD 10. The basic salary of a **Temporary Agent, AD 10 (step 1)** is EUR **11,408.03** which is weighted by the local correction coefficient (for Malta currently 92.4%). In addition to the basic salary, the EUAA offers various allowances and benefits depending on personal circumstances, such as:

- Family allowances;
- Expatriation or foreign residence allowance;
- Entry into service-related allowances (travel expenses, daily subsistence allowances, removal expenses, installation allowances);
- Annual travel allowances;
- Social benefits;
- Benefits stemming from Agreements with national Governments;
- Benefits stemming from Service Level Agreements with pre-schools and schools;
- Wide range of leave entitlements;
- Benefits to support work-life balance;
- Relocation services in Malta.

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 scheme.

For further information on Conditions of Employment please refer to EUAA website section [Work for EUAA](#) and to [Conditions of Employment of Other Servants of the European Union \(CEOS\)](#).

The place of employment 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.



Incomplete applications will be disqualified and treated as non-eligible.

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 English.

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

Closing date:

The closing date for the submission of applications is **08 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 recruitment at 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 recruitment and related planning purposes, members of the Agency's management may have access to reserve lists and, in specific cases, to the application of a candidate.

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 Recruitment for Temporary and Contract Staff](#).

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 Regulations⁷ and under the conditions 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 Union⁸ (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) 2021/1163⁹ 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.

⁷ In accordance with Article 46 of the CEOS, “[t]itle VII of the Staff Regulations, concerning appeals, shall apply by analogy”.

⁸ Consolidated version of the Treaty on the Functioning of the European Union (OJ C 326, 26.10.2012, p. 47-390).

⁹ 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).

DETALŪS METADUOMENYS	
Dokumento sudarytojas (-ai)	LIETUVOS NUOLATINĖ ATSTOVYBĖ EUROPOS SAJUNGOJE 188613242/58
Dokumento pavadinimas (antraštė)	DĖL EUROPOS SAJUNGOS PRIEGLOBSČIO AGENTŪROS (EUAA) DARBO SKELBIMŲ ĮVAIRIOMS PAREIGYBĖMS. EUAA/2026/TA/019; EUAA/2026/CA/006.
Dokumento registracijos data ir numeris	2026-08-10 Nr. (76.2.5E)S76-825
Dokumento gavimo data ir dokumento gavimo registracijos numeris	2026-08-10 Nr. G-2056
Dokumento specifikacijos identifikavimo žymuo	ADOC-V1.0
Parašo paskirtis	Pasirašymas
Parašą sukūrusio asmens vardas, pavardė ir pareigos	Tomas Gražiūnas, Administracijos vadovas, laikinai atliekantis Lietuvos nuolatinio atstovo ES funkcijas
Sertifikatas išduotas	TOMAS GRAŽIŪNAS, Lietuvos Respublikos užsienio reikalų ministerija LT
Parašo sukūrimo data ir laikas	2026-08-10 11:32:29 (GMT+03:00)
Parašo formatas	XAdES-T
Laiko žyme nurodytas laikas	2026-08-10 11:32:36 (GMT+03:00)
Informacija apie sertifikavimo paslaugų teikėją	ADIC CA ECC, Asmens dokumentu israsymo centras prie LR VRM LT
Sertifikato galiojimo laikas	2024-06-26 10:17:04 – 2028-06-25 10:17:04
Informacija apie būdus, naudotus metaduomenų vientisumui užtikrinti	"Registravimas" paskirties metaduomenų vientisumas užtikrintas naudojant "RCSC IssuingCA-2, VI Registru Centras - i.k. 124110246 LT" išduotą sertifikatą "Dokumentų valdymo sistema Avilys, Lietuvos Respublikos užsienio reikalų ministerija, i.k. 188613242 LT", sertifikatas galioja nuo 2024-12-18 10:59:02 iki 2027-12-18 10:59:02 "Gauto dokumento registravimas" paskirties metaduomenų vientisumas užtikrintas naudojant "RCSC IssuingCA-2, VI Registru Centras - i.k. 124110246 LT" išduotą sertifikatą "DBSIS, Informatikos ir ryšių departamentas prie Lietuvos Respublikos vidaus reikalų ministerijos, i.k.188774822 LT", sertifikatas galioja nuo 2025-05-16 11:31:08 iki 2028-05-15 11:31:08
Pagrindinio dokumento priedų skaičius	2
Pagrindinio dokumento pridedamų dokumentų skaičius	–
Pridedamo dokumento sudarytojas (-ai)	–
Pridedamo dokumento pavadinimas (antraštė)	–
Pridedamo dokumento registracijos data ir numeris	–
Programinės įrangos, kuria naudojantis sudarytas elektroninis dokumentas, pavadinimas	Dokumentų valdymo sistema Avilys, versija 3.5.90.2
Informacija apie elektroninio dokumento ir elektroninio (-ių) parašo (-ų) tikrinimą (tikrinimo data)	Metaduomens „Sudarytojo adresas“ reikšmė turi būti nurodyta Visi dokumente esantys elektroniniai parašai galioja (2026-08-10 16:12:29)
Paieškos nuoroda	–
Papildomi metaduomenys	Nuorašą suformavo 2026-08-10 16:12:29 DBSIS