



Annex 1: Expert Profiles

Please note that the following requirement is mandatory for all the expert profiles: knowledge of English at least at level B2 according to the Common European Framework of Reference for Languages (CEFR)¹

No. of the profile	Indicative Name of Profile	Required area of expertise	Indicative Tasks	Profile Requirements
1	Junior Dublin Regulation Expert	Asylum procedures and the provisions of the Dublin Regulation	<ul style="list-style-type: none"> • Administrative support to the processing of Dublin cases under the supervision of the national asylum authorities, and preparation of completed files for transfers; • Gather data and prepare documentation for the processing of the individual Dublin cases and follow-up as needed; • Support the coordination and the preparation of the transfers of applicants to receiving Member States and/or arriving from other Member States; • Administrative support to registration personnel in identifying Dublin indicators as early as possible in the procedure; • Initiate provision of necessary information to applicants for international protection on the provisions of the Dublin Regulation. 	<ul style="list-style-type: none"> • Completed upper secondary education attested by a diploma (EQF 4 or equivalent); Post-secondary education of at least two years in a related field would be considered an advantage (EQF 5 or equivalent); • 1 year of proven professional experience in the area of asylum and/or migration, preferably concerning Dublin regulation activities/work related to the tasks described.
2	Intermediate Dublin Regulation Expert	Asylum procedures and the provisions of the Dublin Regulation	<ul style="list-style-type: none"> • Support the processing of Dublin cases, management of requests and conduct interviews of persons under Dublin III Regulation, in support of the national authorities; • Support the preparation and sending of Dublin requests with all required documents via the relevant information system; • Support the management of correspondence with the other Member States; • Draft appeal submissions for non-complex and standard cases in accordance with Dublin III Regulation; • 	<ul style="list-style-type: none"> • Bachelor's degree preferably in Law, International Relation, Development Studies or other related fields (EQF 6 or equivalent); • 3 years of proven professional experience concerning Dublin regulation related activities/work; • Proven professional experience with asylum and/or migration related legislation

¹<https://europa.eu/europass/el/common-european-framework-reference>



			<ul style="list-style-type: none"> • Provide guidance and support capacity building activities to implement standard procedures and ensure quality of Dublin cases management in particular supporting first-line registration offices. 	and procedures in an EU and/or national context.
3	Senior Dublin Regulation Expert	Asylum procedures and the provisions of the Dublin Regulation	<ul style="list-style-type: none"> • Enhance the organisation and coordination of Dublin Regulation related offices, structures and processes in asylum authorities; • Provide direct support and guidance to a team or teams in the implementation of Dublin Regulation related work to enhance productivity and quality of the service; • Provide guidance and support to team members on the application of procedural rules in the Dublin responsibility determination process for cases of high level of complexity, based on the EU legislation and jurisprudence and the Commission guidelines; • Use information systems or parts thereof for the management of workflows and processes related to the application of the Dublin Regulation in the national asylum and reception authorities. 	<ul style="list-style-type: none"> • Bachelor's degree, preferably in Law, International Relations, Development Studies or other related fields (EQF 6 or equivalent); Master's degree in the above-mentioned fields would be considered an advantage (EQF 7 or equivalent); • 5 years of professional experience concerning Dublin regulation activities/work; • Proven professional experience with asylum and migration related legislation and procedures in an EU and/or national context; • Proven professional experience with regards to team coordination or management.
4	Junior Asylum Registration Expert	International protection and/or asylum seekers applications	<ul style="list-style-type: none"> • Register and/or lodge asylum applications in conformity with EU law and policy procedures; • File preparation by gathering relevant documents and information and take all the necessary steps to ensure the correct implementation of the registration workflows; • Carry out data entry work, claim registration and uploading of documents into the relevant database/info system; • Update the overview of the schedule of the interviews and reschedule all pending interviews as needed; • Provide administrative support to the activities related to the linguistic and interpretation support for the stakeholders and follow up on the quality of the service provided as needed. 	<ul style="list-style-type: none"> • Completed upper secondary education attested by a diploma (EQF 4 or equivalent); Post-secondary education of at least two years in a related field would be considered an advantage (EQF 5 or equivalent); • 1 year of proven professional experience in the area of asylum and/or migration, preferably related to the tasks described.



5	Intermediate Asylum Registration Expert	International protection and/or asylum seekers applications	<ul style="list-style-type: none"> • Support the organisation and coordination of Asylum Registration related offices, structures and processes in the national asylum authorities; • Provide direct support and guidance to the team or teams in the implementation of registrations of applications for international protection and to enhance productivity and quality of the service; • Coordinate the quality control system for the registration process, as well as Dublin assessment and vulnerability screening; • Process registrations and lodging of applications for international protection; • Organise and coordinate the linguistic and interpretation support for the stakeholders and follow up on the quality of the service provided as needed. 	<ul style="list-style-type: none"> • Bachelor's degree, preferably in Law, International Relations, Political Science, Social Sciences or other related fields (EQF 6 or equivalent); • 3 years of proven professional experience concerning asylum applications/case work activities/work, preferably related to the tasks described; • Proven professional experience with asylum and/or migration related legislation and procedures in an EU and national context; • Proven professional experience with regards to team coordination or management preferred.
6	Junior Asylum Flow Management Expert	<p>Asylum procedures and registration activities and experience with flow management</p> <p>Examination of applications for international protection</p>	<ul style="list-style-type: none"> • Prepare the daily schedule for the registration and interview activities considering prioritisation of specific categories of cases; • Develop and maintain paper or electronic filing systems, recording information such as attendance records, office schedule, etc.; • Provide to applicants individual responses on queries regarding the progress of their case; • Support the follow-up and monitoring of complex individual queries regarding asylum procedures; • Monitor the flow for asylum applicants and ensure that only applicants with appointments are in the interview area and that visitors have permission to enter the interview area; • Ensure that experts conducting registrations, interviews and other activities in the operating area are informed about the presence of the invited applicants and activities can start on time; • Monitor the progress of activities during the day, facilitate the needs of applicants and make sure that they are present so that all steps of the procedure run smoothly. 	<ul style="list-style-type: none"> • Completed upper secondary education attested by a diploma (EQF 4 or equivalent); Post-secondary education of at least two years in a related field would be considered an advantage (EQF 5 or equivalent); • 1 year of proven professional experience in the area of asylum and/or migration, preferably related to the tasks described.
7	Intermediate Asylum Flow Management Expert	Asylum procedures and registration activities and experience with flow management	<ul style="list-style-type: none"> • Support the coordination of the operational activities of the assigned office in the preparation of the schedule for the 	<ul style="list-style-type: none"> • Completed post-secondary education of at least two years in a related field (EQF 5 or equivalent);



		Examination of applications for international protection	<p>registration and interview activities, ensuring prioritisation of specific categories of cases;</p> <ul style="list-style-type: none"> • Liaise with the national authorities to receive updates about new arrivals and cases assigned for processing; • Support the organisation and coordination of linguistic and interpretation support for the stakeholders and follow up on the quality of the service provided; • Liaise with local stakeholders in relation to the coordination of registration activities for applications for international protection on several sites and support the coordination of teams deployed in the field including ad hoc events, e.g. disembarkations, humanitarian corridors, voluntary relocation, readmission; • Plan and coordinate the pledging Member States delegations' interviews for voluntary relocation activities. 	<p>Bachelor's degree preferably in business administration, international relations or other related fields would be considered an advantage (EQF 6 or equivalent);</p> <ul style="list-style-type: none"> • 3 years of proven professional experience with migration and asylum procedures and other activities related to the tasks described.
8	Senior Asylum Flow Management Expert	Asylum procedures related to flow management systems and workflows	<ul style="list-style-type: none"> • Enhance coordination of the operational activities of the assigned office and processes to ensure prioritisation of certain categories of cases; • Support efficient and effective implementation of the asylum flow management; • Ensure regular and effective communication with the national authorities to receive updates about new arrivals and cases assigned for processing; • Support the supervision of adherence to professional standards and quality of service of linguistic and interpretation support; • Ensure regular and effective communication with local stakeholders for the smooth and effective coordination of registration activities for applications for international protection on several sites and support the coordination of teams deployed in the field including ad hoc events, e.g. disembarkations, humanitarian corridors, voluntary relocation, readmission; • Ensure the effective management of support to the pledging Member States delegations' interviews for voluntary relocation activities. 	<ul style="list-style-type: none"> • Bachelor's degree in business administration, international relations or other related fields (EQF 6 or equivalent); Master's degree in the above-mentioned fields would be considered an advantage (EQF 7 or equivalent); • 5 years of proven professional experience with asylum procedures and registration activities related to the tasks described; • Proven professional experience with regards to team coordination or management.
9	Junior Asylum Information Provision Expert	Access to procedure and registration of applications for international protection	<ul style="list-style-type: none"> • Administrative Support to the provision of information to applicants and beneficiaries of international protection regarding the asylum procedures; 	<ul style="list-style-type: none"> • Completed post-secondary education of at least two years in a related field (EQF 5 or equivalent);



			<ul style="list-style-type: none"> • Assist with managing arriving groups of applicants in the operating area of the first reception centre, contributing to a smooth functioning of the arrival in-processing; • Support the daily interaction with international protection applicants in the first reception centre to support the provision of information on asylum and reception procedures about applicants` rights and obligations, and facilitate replies to their questions; • Administrative support to the Collection, processing and archiving documents submitted by the applicants. 	<p>Bachelor`s degree preferably in Law, political science, humanitarian studies, social studies or other related fields, would be considered an advantage (EQF 6 or equivalent);</p> <ul style="list-style-type: none"> • 1 year of proven professional experience in the area of asylum and/or migration, preferably concerning the provision of information in the field of international protection; • Preferably, proven knowledge of the Common European Asylum System through study, training or work experience.
10	Intermediate Asylum Information Provision Expert	Access to procedure and registration of applications for international protection	<ul style="list-style-type: none"> • Provide information to applicants and beneficiaries of international protection regarding the asylum procedures; • Facilitate replies to questions of applicants for international protection during the interviews with applicants; • Ensure adequate follow-up & monitoring of complex individual queries; • Support national authorities in determining and approving information to be shared with applications of international protection; • Manage and address needs of arriving groups of applicants in the operating area of the first reception centre, contributing to a smooth functioning of the arrival in-processing in accordance with policy and procedures; • Collect, process and archive documents submitted by the applicants. 	<ul style="list-style-type: none"> • Completed post-secondary education of at least two years in a related field (EQF 5 or equivalent); Bachelor`s degree preferably in Law, political science, humanitarian studies, would be considered an advantage (EQF 6 or equivalent); • 3 years of proven professional experience with regards to asylum and reception related activities related to the tasks described relevant for the provision of information in the field of international protection.
11	Senior Asylum Information Provision Expert	Access to procedure and registration of applications for international protection	<ul style="list-style-type: none"> • Enhance the organisation and coordination of information provision related offices, structures and processes in the national asylum authorities; • Provide direct support, guidance and instructions to a team or teams regarding the implementation of information provision activities and the determination of the information to be shared with applications; 	<ul style="list-style-type: none"> • Bachelor`s degree preferably in Law, political science, humanitarian studies or social studies (EQF 6 or equivalent); Master`s degree in the above-mentioned fields would be considered an advantage (EQF 7 or equivalent);



			<ul style="list-style-type: none"> • Ensure the accuracy of information provision content for applications of international protection in the national authorities and provide guidance as needed; • Lead the provision of information to applicants and beneficiaries of international protection regarding the asylum procedures; • Ensure the effective and efficient management of arriving groups of applicants in the operating area of the first reception centre, contributing to a smooth functioning of the arrival in-processing and ensuring that their practical needs are met in line with policy and procedures; • Ensure the development and implementation of quality control system for information provision activities to improve the implementation of asylum-related frameworks. 	<ul style="list-style-type: none"> • 5 years of proven experience in the provision of information in the field of international protection; • Proven professional experience with regards to team coordination or management.
12	Junior Asylum Second Instance Support Expert	Judicial/court proceedings, legal codes and civil procedural law and the Common European Asylum System and international protection	<ul style="list-style-type: none"> • Administrative support to the national authority with the preliminary analysis of individual cases and provision of support to the preparation of hearings; • Provide administrative support for the processing of individual cases using checklist or other similar administrative templates; • Coordinate the organisation of court calendars and prepare and maintain documents related to the processing of individual cases in paper or electronic filing system; • Administrative support to the coordination of the linguistic and interpretation activities for the stakeholders and organise the related operational activities; • Prepare preliminary legal research and relevant documents in the area of activity (i.e. appeals procedures); • Support the collection and organisation of legal queries related to appeals procedures for the consideration of the responsible official(s), officer(s) or team members; • Support the development of evaluation, analytical and statistical reports on the functioning of the activities. 	<ul style="list-style-type: none"> • Bachelor's degree preferably in Law or other related fields such as International Relations, Political Science with at least 22 ECTS in Law courses (EQF 6 or equivalent); • 1 year of proven relevant professional experience with regards to Asylum procedures activities/work related to the tasks described; • Preferably, proven professional experience with regards to judicial proceedings, legal codes and procedural law; • Preferably, proven knowledge of the Common European Asylum System through study, training or work experience.
13	Intermediate Asylum Second Instance Support Expert	Judicial/court proceedings, legal codes and civil procedural law and the Common European Asylum	<ul style="list-style-type: none"> • Support the national authority with the preliminary analysis of individual cases and provision of support to the preparation of hearings; 	<ul style="list-style-type: none"> • Bachelor's degree preferably in Law or other related fields such as International Relations, Political Science with at least 22 ECTS in Law courses (EQF 6 or equivalent);



		System and international protection	<ul style="list-style-type: none"> • Provide support for the processing of individual cases in the tribunals by reviewing documentation in individual case files with regard to their quality and completeness; • Analyse case law and prepare for hearings concerning individual asylum cases; • Research and collect facts, case law, and COI to support the processing of individual cases for court procedures; • Conduct legal research and provide legal advice in the area of activity (i.e. appeals procedures) to the teams deployed in the field and/or national authorities; • Conduct research on national, European and EU Member States' jurisprudence with regards to decisions concerning International Protection; • Draft legal documents in the field of the litigation procedure in relation to the Revocation and Cessation of Refugee Status and Subsidiary Protection Status; • Provide guidance to relevant personnel to ensure standardised procedures and adherence to the EUAA research methodology; • Communicate effectively with central and local offices for the linguistic and interpretation support for the stakeholders and organise the related operational activities. 	<ul style="list-style-type: none"> • 3 years of proven relevant professional experience with regards to Asylum Appeals Procedures activities/work related to the tasks described; • Proven professional experience with regards to asylum proceedings, legal codes and procedural law, preferably including judicial proceedings; • Proven knowledge of the Common European Asylum System through study, training or work experience.
14	Senior Asylum Second Instance Support Expert	Judicial/court proceedings, legal codes and civil procedural law and the Common European Asylum System and international protection	<ul style="list-style-type: none"> • Enhance the organisation and coordination of the work in the tribunals or legal offices, organisational structures and processes with regards to appeals against first instance decisions; • Provide direct support and guidance to a team or teams regarding to legal and procedural work related to second instance asylum related appeals; • Analyse case law and provide technical support and recommendations in the preparation of hearings; • Gather, analyse and synthesise case law, including highly complex, COI ensuring consistency with official COI methodology; • Based on national, European and EU Member States' jurisprudence with regards to decision for International Protection, conduct legal research and provide legal advice in the area of activity (i.e. appeals procedures) to the teams deployed in the field and/or national authorities; 	<ul style="list-style-type: none"> • Bachelor's degree in Law (EQF 6 or equivalent); Master's degree in the above-mentioned fields would be considered an advantage (EQF 7 or equivalent); • 5 years of proven relevant professional experience with regards to Asylum Appeals Procedures activities/work related to the tasks described; • 5 years of proven professional experience with regards to judicial proceedings, legal codes and procedural law; • Proven knowledge of the Common European Asylum System through study, training or work experience;



			<ul style="list-style-type: none"> • Ensure effective and efficient provision of legal expertise related activities; • Ensure effective communication between central and local offices as well as the efficient management of their operational activities related to the linguistic/ interpretation support and/or data collection/ reporting for the stakeholders. 	<ul style="list-style-type: none"> • Proven professional experience with regards to team coordination or management.
15	Case Expert (intermediate)	The first instance status determination process for asylum seekers and performing of personal interviews within the national procedures	<ul style="list-style-type: none"> • Plan, prepare and conduct interviews of applicants for international protection; • Assess claims and prepare opinions on applications for international protection; • Evaluate relevant COI information against legal requirements; • Provide regular analytical reports of services provided. 	<ul style="list-style-type: none"> • Bachelor's degree preferably in Law, political science, humanitarian studies or social studies (EQF 6 or equivalent); • 3 years of proven professional experience in the area of asylum and/or migration, preferably with regards to interviewing people in the context of international protection; • Proven knowledge of the Common European Asylum System through study, training or work experience.
16	Senior Case Expert	The first instance status determination process for asylum seekers and performing of personal interviews within the national procedures	<ul style="list-style-type: none"> • Review transcripts of interviews and draft opinions of caseworkers, case experts to ensure the 4-eyes principle, and provide guidance and instructions as required; • When needed, use advanced interviewing strategies to plan, prepare, conduct and document complex and/or non-standard asylum-related interviews; • Ensure the management of the correct implementation of the Standard Operating Procedures and of all EUAA quality guidance within the organisation; • Provide guidance to new caseworkers on conducting interviews and drafting evaluation reports to advance asylum-related interviewing strategies and methods; • Coordinate scheduling, planning and allocation of the interviews, (incl. setting goals and ensuring priorities are met); • Identify team members training needs and needs for additional guidance and support and advise accordingly. 	<ul style="list-style-type: none"> • Bachelor's degree preferably in Law, political science, humanitarian studies or social studies, public administration or other related fields (EQF 6 or equivalent); Master's degree in the above-mentioned fields would be considered in the above-mentioned fields an advantage (EQF 7 or equivalent); • 5 years of proven experience in the area of migration and asylum, of which at least 3 years of proven experience in conducting asylum interviews and drafting opinions; • Proven knowledge of the Common European Asylum System through study, training or work experience; • Proven professional experience in leading teams and coaching team members.



17	Junior Vulnerability Expert	The examination of applications for international protection and performing of personal interviews and Identification of asylum applicants in need of special procedural guarantees (i.e. as a result of torture, rape or other serious forms of psychological, physical or sexual violence)	<ul style="list-style-type: none"> • Support to facilitate the process of screening, identification and examination of individual vulnerable cases; • Administrative preparation of vulnerability interviews for assigned cases; • Administrative support to the coordination among all actors involved in the assessment, handling and referral of vulnerable cases in the context of the asylum determination procedure. 	<ul style="list-style-type: none"> • Completed post-secondary education of at least two years in a related field (EQF 5 or equivalent); Bachelor's degree preferably in Law, political science, humanitarian studies or social studies would be considered an advantage (EQF 6 or equivalent); • 1 year of proven professional experience in the identification and assessment of vulnerable groups; • Proven knowledge of the Common European Asylum System through study, training or work experience.
18	Intermediate Vulnerability Expert	The examination of applications for international protection and performing of personal interviews and Identification of asylum applicants in need of special procedural guarantees (i.e. as a result of torture, rape or other serious forms of psychological, physical or sexual violence)	<ul style="list-style-type: none"> • Support the screening, identification and examination of individual vulnerable cases; • Preparation of vulnerability interviews for each assigned case; • Report complex cases and challenges faced throughout the process to the relevant personnel; • Support the coordination with relevant authorities to streamline referrals, screening and vulnerability assessments; • Support the daily and weekly planning of the workload including activities related to the planning and implementation of interventions in accordance with applicants' vulnerabilities. 	<ul style="list-style-type: none"> • Completed post-secondary education of at least two years in a related field (EQF 5 or equivalent); Bachelor's degree preferably in Law, political science, humanitarian studies or social studies, would be considered an advantage (EQF 6 or equivalent); • 3 years of experience in the identification and assessment of vulnerable groups; • Proven knowledge of the Common European Asylum System through study, training or work experience.
19	Senior Vulnerability Expert	The examination of applications for international protection and performing of personal interviews and Identification of asylum applicants in need of special procedural guarantees (i.e. as a result of torture, rape or other serious forms of	<ul style="list-style-type: none"> • Enhance the organisation and coordination of Vulnerability related offices, structures, processes and work in the national asylum authorities, ensuring an integrated approach to vulnerability; • Provide direct support, guidance and instructions to a team or teams concerning vulnerability-related workflows to enhance productivity, quality of the service and processes; • Ensure systemic and well-coordinated monitoring activities to ensure that the accuracy of the individual non-complex and complex cases is analysed; • Gather, analyse and synthesise relevant information about developments, procedures and practices to ensure the continued 	<ul style="list-style-type: none"> • Bachelor's degree preferably in Law, political science, humanitarian studies or social studies (EQF 6 or equivalent); Master's degree in the above-mentioned fields would be considered an advantage (EQF 7 or equivalent); • 5 years of proven professional experience in the identification and assessment of vulnerable asylum seekers;



		psychological, physical or sexual violence)	<p>accurate consideration of vulnerability in an integrated manner across the whole asylum process;</p> <ul style="list-style-type: none"> • Provide expertise to support the development, maintenance and improvement of quality control system for vulnerability activities. 	<ul style="list-style-type: none"> • Proven knowledge of the Common European Asylum System through study, training or work experience; • Proven professional experience in leading teams and coaching team members;
20	Intermediate Resettlement Expert	Resettlement in the asylum sector	<ul style="list-style-type: none"> • Organise and plan the support of Cultural Mediators; • Plan resettlement missions and interviews; • Conduct selecting and matching activities for the review of individual cases; • Organise and implement Pre-departure and cultural orientation activities; • Provide information and documentation available to refugees. 	<ul style="list-style-type: none"> • Completed post-secondary education of at least two years in a related field (EQF 5 or equivalent); Bachelor's degree preferably in Law, International Relations, Development Studies or other related fields, would be considered an advantage (EQF 6 or equivalent); • 3 years of proven professional experience in similar tasks related to those described; • Proven knowledge of the relevant international and European legal framework applicable through study, training or work experience.
21	Senior Resettlement Expert	Resettlement in the asylum sector	<ul style="list-style-type: none"> • Enhance the organisation and coordination of resettlement related offices, structures and processes in asylum authorities; • Provide direct support, guidance and instructions to a team or teams concerning resettlement related workflows to enhance productivity, quality of the service and achieve organisational goals; • Ensure effective and efficient planning for resettlement related missions and interviews; • Support the coordination of the implementation of selecting and matching activities for the review of individual cases; • Ensure efficient and effective organisation and implementation of Pre-departure and cultural orientation activities; • Manage and review the existing and planned programmes' content and delivery, setting goals and priorities. 	<ul style="list-style-type: none"> • Bachelor's degree preferably in Law, International Relations, Development Studies or other related fields (EQF 6 or equivalent); Master's degree in the above-mentioned fields would be considered an advantage (EQF 7 or equivalent); • 5 years of proven professional experience in similar tasks related to resettlement; • Proven knowledge of the relevant international and European legal framework applicable through study, training or work experience; • Proven professional experience in leading teams and coaching team members.



22	Intermediate Asylum Quality Assurance Expert	Quality management procedures, tools and methodologies in the asylum sector	<ul style="list-style-type: none"> • Review individual case files of asylum applications with regards to the quality of the work of the case managers and others involved; • Carry out quality assurance missions for case officers to work on the accuracy of implementation of the asylum and reception workflows and procedures; • Carry out field visits to conduct quality control activities; • Implement quality control activities to ensure consistency of the examination process, spreading of procedures and respond to complex queries from personnel on the field; • Contribute in drafting reports on quality review; • Provide guidance at central and local level and support other capacity building activities to implement standard procedures, ensure quality of registrations and efficiency of Dublin cases management; • Analyse aggregated data of the asylum workflow to identify possible gaps, weaknesses and/or inconsistencies. • Identify good practices and promote their use throughout the asylum procedure. 	<ul style="list-style-type: none"> • Bachelor's degree preferably in Law, International Relations, Development Studies or other related fields (EQF 6 or equivalent); • 3 years of proven professional experience with processing asylum applications and implementing SOPs, procedures and guidance in the area of asylum; • Proven professional experience with regards to asylum and/or migration related legislation and procedures; • Proven knowledge of the Common European Asylum System through study, training or work experience.
23	Senior Asylum Quality Assurance Expert	Quality management procedures, tools and methodologies in the asylum sector	<ul style="list-style-type: none"> • Enhance the organisation and coordination of quality control offices and organisational structures in asylum and reception authorities; • Implement the coordination of and provide guidance and instructions to a team or teams regarding the implementation of Quality Control related work and processes to enhance productivity and quality of the service; • Manage the quality control activities to ensure consistent spreading of procedures and respond to complex queries from personnel on the field; • Develop and manage databases and other data tools for the analysis of applications and the identification of potential issues and good practices; • Provide guidance to ensure consistent spreading of procedures and respond to complex queries from personnel in the field. 	<ul style="list-style-type: none"> • Bachelor's degree preferably in Law, International Relations, Development Studies or other related fields (EQF 6 or equivalent); Master's degree in the above-mentioned fields would be considered an advantage (EQF 7 or equivalent); • 5 years of proven professional experience with processing asylum applications and implementing SOPs, procedures and guidance in the area of asylum; • Proven professional experience with quality management procedures, tools and methodologies in the field of international protection; • Proven professional experience with regards to asylum and migration related legislation and procedures;



				<ul style="list-style-type: none"> • Proven knowledge of the Common European Asylum System through study, training or work experience; • Proven professional experience with regards to team coordination or management.
24	Intermediate COI Expert	COI asylum related background and Expertise in social research and/or research in third country conditions	<ul style="list-style-type: none"> • Conduct Country of Origin Information (COI) research concerning non-complex and complex individual asylum case files in line with the relevant working instructions and EUAA COI methodology and applying a broad range of tools and techniques; • Carry out research from multiple sources and provide responses to non-complex and complex COI queries from the field following the relevant methodology and guidelines; • Provide assistance to the EUAA personnel deployed in ASTs and/or national authorities in quality control with regards to COI with the aim to support the asylum decision process and contribute to quality processing of applications for international protection of individual asylum cases; • Provide guidance to personnel in the field. 	<ul style="list-style-type: none"> • Bachelor's degree preferably in Development studies, International Relations, Social Sciences, or other related fields (EQF 6 or equivalent); • 3 years of proven professional experience in assessing applications for international protection and/or COI research and/or research in third country conditions (human rights, political, socio-economic situation); • Proven professional experience, preferably in conducting Country of Origin Information research in the asylum and/or migration context.
25	Intermediate Asylum Documents Forensic Expert	Document legal analysis	<ul style="list-style-type: none"> • Gather and file asylum related documents submitted for forensic analysis; • Forensic examination of the documents submitted for analysis in order to support determining validity and authenticity; • Write reports to support the assessment of applications for international protection. 	<ul style="list-style-type: none"> • Bachelor's degree preferably in Criminology, Forensic studies or related fields (EQF 6 or equivalent); • 3 years of proven experience in examining the authenticity of legal and identity documents; • Proven experience in drafting reports; • Proven knowledge of the EU migration and asylum context through study, training or work experience.
26	Intermediate Asylum Age Assessment Expert	Age assessment procedures related applicants for international protection	<ul style="list-style-type: none"> • Deliver information on the age assessment procedures to the individual applicants for international protection; • Perform first screening of declared/identified possible Unaccompanied Minors (UAMs) at first arrivals including to identify 	<ul style="list-style-type: none"> • Bachelor's degree preferably in Pedagogy, Social Work, Psychology, Counselling, Therapy, Youth and Community Studies or other related fields (EQF 6 or equivalent); Based on the final specific assignment and



			<p>practical needs and to implement relevant procedures to address them;</p> <ul style="list-style-type: none"> • Support age assessment of UAMs, ensuring that national procedures are followed; • Compile recommendation reports concerning the age assessment; • Prepare replies to possible queries on the age assessment process and result from the relevant national appeals' authority. 	<p>tasks, a professional license might be requested;</p> <ul style="list-style-type: none"> • 3 years of professional experience working with minors in the context of asylum and/or migration; • Proven knowledge of the Common European Asylum System through study, training or work experience; • Knowledge of Countries of Origin and countries of transit of applicants for international protection.
27	Senior Asylum Age Assessment Expert	Age assessment procedures related applicants for international protection	<ul style="list-style-type: none"> • Enhance the organisation and coordination of Age Assessment related offices, structures and processes in line with national procedures; • Develop guidelines, policies and procedures to improve the implementation of the age assessment process; • Provide guidance for the effective management of queries concerning the age assessment process and result from the relevant national appeals' authority, including on complex queries; • Ensure effective communication and discussions with the competent authority about challenges and/or results of conducted assessments. 	<ul style="list-style-type: none"> • Bachelor's degree preferably in Pedagogy, Social Work, Psychology, Counselling, Therapy, Youth and Community Studies (EQF 6 or equivalent); Master's degree in the above-mentioned fields would be considered an advantage (EQF 7 or equivalent); • 5 years working experience with unaccompanied minors or 5 years working with minors in the context of asylum and/or migration; • Proven knowledge of the Common European Asylum System through study, training or work experience; • Proven professional experience in leading teams and coaching team members; • Knowledge of Countries of origin and Countries of transit of applicants for international protection.
28	Junior Reception Procurement Expert	Procurement procedures, tender procedures, international contracts in the reception sector	<ul style="list-style-type: none"> • Provide administrative support to the monitoring of ongoing tender procedures (preparation, evaluation, verification) in the national authorities responsible for the reception sector; • Support the provision of information, data or statistics on financial, budgetary, contractual and other aspects concerning the reception sector Logistics and Procurement activities; 	<ul style="list-style-type: none"> • Completed post-secondary education of at least two years in a related field (EQF 5 or equivalent); Bachelor's degree in Law or Economics would be considered an advantage (EQF 6 or equivalent);



			<ul style="list-style-type: none"> Administrative support to the internal review of mechanisms in the national authorities responsible for reception for identifying implementation problems and adjusting activities and introducing support mechanisms. 	<ul style="list-style-type: none"> 1 year of proven professional experience in activities related to procurement procedures in the asylum and/or reception sector; Preferably, proven knowledge of the relevant international protection procedures and reception system through study, training or work experience.
29	Intermediate Reception Procurement Expert	Procurement procedures, tender procedures, international contracts in the reception sector	<ul style="list-style-type: none"> Support the development, implementation, management, and streamlining of procurement procedures and international contracts in line with relevant rules and regulations, including development of tools in the national asylum and reception system authorities; Monitor ongoing tender procedures (preparation, evaluation, verification) in the national authorities responsible for the reception sector; Extract and provide information, data or statistics on financial, budgetary, contractual and other aspects concerning the reception sector Logistics and Procurement activities; Provide direct support to relevant authorities in planning, monitoring and reporting of funding for ongoing projects related to Logistics and Procurement in the reception sector. 	<ul style="list-style-type: none"> Bachelor's degree preferably in Law or Economics (EQF 6 or equivalent); 3 years of proven professional experience in activities related to procurement procedures, preferably in the asylum and reception sector; Proven knowledge of the relevant international protection procedures and reception system through study, training or work experience.
30	Senior Reception Procurement Expert	Procurement procedures, tender procedures, international contracts in the reception sector	<ul style="list-style-type: none"> Ensure effective guidance on the development, implementation, management, and streamlining of procurement procedures and contracts in line with relevant rules and regulations, including development of tools in the national asylum and reception system authorities to ensure effective and efficient management of financial resources; Provide effective guidance and instructions to a team or teams concerning reception Logistics and Procurement related workflows to ensure adherence to the organisational requirements and enhance productivity and quality of the service; Provide mentoring in the area of competence as needed; Ensure effective and efficient management of ongoing tender procedures (preparation, evaluation, verification) in the national authorities responsible for the reception sector; 	<ul style="list-style-type: none"> Bachelor's degree in Law or Economics (EQF 6 or equivalent); Master's degree in the above-mentioned fields would be considered an advantage (EQF 7 or equivalent); 5 years of proven professional experience in activities related to the management of procurement procedures, preferably in the asylum and reception sector; Proven knowledge of the relevant international protection procedures and reception system through study, training or work experience;



			<ul style="list-style-type: none"> Analyse information, data or statistics on financial, budgetary, contractual and other aspects concerning the reception sector Logistics and Procurement activities, to ensure control of financial resources; In full coordination with relevant authorities, actively contribute to plan, monitor and report funding for ongoing projects related to Logistics and Procurement in the reception sector. 	<ul style="list-style-type: none"> Proven professional experience in leading teams and coaching team members.
31	Junior Reception Expert	Reception for applicants or international protection, the CEAS and the related EU standards and best practices and camp management	<ul style="list-style-type: none"> Administrative support to the national authorities and/or reception management in the planning and implementation of reception related activities; Administrative support in the coordination of internal and external stakeholders; Support the collection and processing of data and information required to support the management of the reception system and/or reception centres; Support national authorities in the daily use of operational tools for data collection with the aim to strengthen the effectiveness and the sustainability of the quantitative and qualitative monitoring mechanism in the national reception system; Support national authorities to collect and record qualitative and quantitative data concerning the national reception system. 	<ul style="list-style-type: none"> Completed upper secondary education attested by a diploma (EQF 4 or equivalent); Post-secondary education of at least two years preferably in a related field would be considered an advantage (EQF 5 or equivalent); 1 year of proven professional experience in the reception sector, preferably related to the tasks described; Preferably, proven knowledge of the Common European Asylum System and reception standards through study, training or work experience.
32	Intermediate Reception Expert	Reception for applicants or international protection, the CEAS and the related EU standards and best practices	<ul style="list-style-type: none"> Support the national reception authorities in the planning, implementation, monitoring and reporting of interventions and/or project regarding reception; Support the reception authorities or reception centre management with the development and monitoring of reception related indicators, baselines and targets; Development and implementation of operational tools for data collection with the aim to strengthen the effectiveness and the sustainability of the quantitative and qualitative monitoring mechanism in the national authorities' reception system; Collect, record and analyse qualitative and quantitative data in order to identify issues, propose actions and assess the sustainability of the monitoring activities concerning the national authorities' reception system; 	<ul style="list-style-type: none"> Bachelor's degree preferably in Political science, Law, Information sciences or Statistics (EQF 6 or equivalent); 3 years of proven professional experience in the reception sector related to the tasks described; Proven knowledge of the Common European Asylum System through study, training or work experience.



			<ul style="list-style-type: none"> Contribute to the establishment and implementation of a sustainable monitoring system related to the management of reception shelters. 	
33	Senior Reception Expert	Reception for applicants or international protection, the CEAS and the related EU standards and best practices	<ul style="list-style-type: none"> Enhance the organisation and coordination of reception related structures and processes in the asylum and reception authorities; Provide direct support, guidance and instructions to a team or teams concerning reception related workflows to enhance productivity and, quality of the service; Planning, implementation, monitoring and reporting of activities and/or project regarding reception to ensure meeting priorities and goals; Ensure effective coordination with stakeholders active in the reception sector and support the development of joint or complementary initiatives; Coordination of information provision in the reception centre(s) to applicants for international protection. 	<ul style="list-style-type: none"> Bachelor's degree preferably in Political science, Law, Social sciences or Statistics (EQF 6 or equivalent); Master's degree in the above-mentioned fields would be considered an advantage (EQF 7 or equivalent); 5 years of proven professional experience in the reception sector related to the tasks described; Proven knowledge of the Common European Asylum System through study, training or work experience; Proven professional experience in leading teams and coaching team members.
34	Junior Reception Child Protection Expert	Reception for minor applicants or international protection, the CEAS and the related EU standards and best practices	<ul style="list-style-type: none"> Initiate support to operational matters related to unaccompanied and separated children in the reception system; Support the establishment of an individual plan to cover the child's reception needs based on best interest of the child; Support the provision of daily care of unaccompanied and separated children; Facilitate the daily operations of safe-areas/sections dedicated to the reception of separated and unaccompanied children, in accordance with the relevant Standard Operating Procedures (SOPs). 	<ul style="list-style-type: none"> Completed upper secondary education attested by a diploma (EQF 4 or equivalent); Post-secondary education of at least two years in a related field would be considered an advantage (EQF 5 or equivalent); 1 year of proven professional experience in the reception sector related to the tasks described; Proven experience working with minors, preferably in the context of asylum and/or migration.
35	Intermediate Reception Child Protection Expert	Reception for minor applicants or international protection, the CEAS and the related EU standards and best practices	<ul style="list-style-type: none"> Implement operational matters related to unaccompanied and separated children in the reception system; Support the set-up, of cooperation and procedures for an efficient local child protection network that includes all actors involved in the daily care of unaccompanied and separated children; 	<ul style="list-style-type: none"> Completed post-secondary education of at least two years in a related field (EQF 5 or equivalent); Bachelor's degree preferably in Political science, Law, Humanitarian studies or



			<ul style="list-style-type: none"> • Conduct identification/screening of possible unaccompanied and separated children, and in the provision of first basic information to them; • Ensure the establishment and implementation of an individual plan to cover the child's reception needs, based on an assessment; • Support the planning and provision of daily care of unaccompanied and separated children; • Carry out the daily operations of safe-areas/sections dedicated to the reception of separated and unaccompanied children, in accordance with the relevant Standard Operating Procedures (SOPs). 	<p>Psychology would be considered an advantage (EQF 6 or equivalent);</p> <ul style="list-style-type: none"> • 3 years of proven professional experience in the reception sector related to minors and the tasks described; • Proven experience working with minors, preferably in the context of asylum and/or migration; • Proven knowledge of the Common European Asylum System through study, training or work experience.
36	Senior Reception Child Protection Expert	Reception for minor applicants or international protection, the CEAS and the related EU standards and best practices	<ul style="list-style-type: none"> • Enhance the organisation and coordination of child protection reception related structures and processes in the asylum and reception authorities; • Provide direct support, guidance and instructions to a team or teams concerning child protection reception related workflows to improve their implementation; • Ensure that matters related to unaccompanied and separated children in the reception system are duly taken into consideration; • Support the set-up, of a local child protection network that includes all actors involved in the daily care of unaccompanied and separated children, and the related organisational guidelines and procedures for cooperation and information sharing; • Support the management of the provision of daily care of unaccompanied and separated children according to quality standards; • Ensure that daily operations of safe-areas/sections dedicated to the reception of separated and unaccompanied children are carried out in accordance with the relevant Standard Operating Procedures (SOPs). 	<ul style="list-style-type: none"> • Bachelor's degree preferably in Political science, Law, Humanitarian studies or Psychology (EQF 6 or equivalent); Master's degree in the above-mentioned fields would be considered an advantage (ESQ 7 or equivalent); • 5 years of proven professional experience in the reception sector related to minors and the tasks described; • Proven experience working with minors, preferably in the context of asylum and/or migration; • Proven knowledge of the Common European Asylum System through study, training or work experience; • Proven professional experience in leading teams and coaching team members.
37	Senior Reception Centre Design Expert	Reception for applicants or international protection, the CEAS and the related EU standards and best practices and feasibility studies concerning the construction	<ul style="list-style-type: none"> • Conduct technical feasibility studies for the identification of adequate Reception centres, shelters and other sites (ex. safe zones); • Support the selection of adequate sites by ensuring that all the relevant technical criteria are taken into consideration (e.g. availability/property, accessibility, security, topography, water 	<ul style="list-style-type: none"> • Master' degree in Architecture or related fields (EQF 7 or equivalent); Based on the final specific assignment and tasks, a professional license might be requested; • 5 years experience in tasks described;



		of infrastructure in the framework of public contracts	<p>resources, absorption capacity, and adequate terrain for proper sanitation facilities);</p> <ul style="list-style-type: none"> • Provide technical support and opinions on standards (Sphere/EU) related to the construction or improvement of infrastructures in the framework of public contracts with regards to reception centre facilities; • Support detecting and designing interventions of risk reductions, conservative management or improvements for the security of the infrastructures in compliance with the applicable legal framework (incl. use of calculation programs for the design of the interventions); • Support the management of the filing system and the evaluation of technical documentation related to the interventions. 	<ul style="list-style-type: none"> • Proven experience in emergency architecture; • Previous work experience in the design of reception camps, informal settlements and other operational settings desirable.
38	Junior Reception Centre and Site Management Expert	Reception for applicants or international protection, the CEAS and the related EU standards and best practices and Management of accommodation facilities for applications for international protection.	<ul style="list-style-type: none"> • Administrative support to the site management service partner with a regular verification exercise and act as a liaison to central reception authorities on the residents' lists; • Regular reporting to national reception authorities on the reception centre and site's management; • Act as a focal point for central reception authorities support functions; • Act as a liaison with EUAA asylum and reception operations; • Participate in coordination and any other relevant meetings in the reception site. 	<ul style="list-style-type: none"> • Completed upper secondary education attested by a diploma (EQF 4 or equivalent); Post-secondary education in of at least two years in a related field would be considered an advantage (EQF 5 or equivalent); • 1 year of proven professional experience in reception centre/site activities related to the tasks described; • Proven knowledge of the Common European Asylum System through study, training or work experience.
39	Intermediate Reception Centre and Site Management Expert	Reception for applicants or international protection, the CEAS and the related EU standards and best practices and reception centre management (incl. services and infrastructure).	<ul style="list-style-type: none"> • Planning, coordination and monitoring of the reception centre's operational activities; • Provide direct support to the set-up and implementation of governance and community participation mechanisms; • Support management and disseminate relevant information; • Regular reporting to national reception authorities on the reception centre and site's management; • Provide multisector feedback mechanisms and maintain infrastructure; 	<ul style="list-style-type: none"> • Completed post-secondary education of at least two years in a related field (EQF 5 or equivalent); Bachelor's degree preferably in Political science, Law, Social sciences, Humanitarian studies, Business Administration, Logistics, Engineering or other related fields would be considered an advantage (EQF 6 or equivalent);



			<ul style="list-style-type: none"> • Support the construction process cycle (i.e. survey, design, tendering and supervision of construction works in the site(s)); • Organise and monitor the provision of services in reception centres; • Organise and monitor the development and maintenance of infrastructure in reception centres. 	<ul style="list-style-type: none"> • 3 years of proven professional experience in reception centre/site activities related to the tasks described; • Preferably proven professional experience with the application of reception standards; • Proven knowledge of the Common European Asylum System through study, training or work experience; • Preferably, proven professional experience with regards to site services and infrastructure.
40	Senior Reception Centre and Site Management Expert	Reception for applicants or international protection, the CEAS and the related EU standards and best practices and Management of accommodation facilities for applications for international protection.	<ul style="list-style-type: none"> • Enhance the organisation and coordination of reception centre and site management ensuring organisational goals and priorities are met; • Provide direct support, guidance and instructions to a team or teams concerning reception centre and site management related workflows to enhance productivity and quality of the service; • Plan, coordinate and monitor reception centres' operational activities; • Set up and support governance and community participation mechanisms; • Manage and disseminate relevant information; • Provide multisector feedback mechanisms and maintain infrastructure; • Prepare regular reporting to national reception authorities on the reception centre and site's management. 	<ul style="list-style-type: none"> • Bachelor's degree preferably in Political science, Law, Social sciences, Humanitarian studies or Business Administration (EQF 6 or equivalent); Master's degree in the above-mentioned fields would be considered an advantage (EQF 7 or equivalent); • 5 years of proven professional experience in reception centre/site management activities related to the tasks described; • Proven professional experience with the application of reception standards; • Proven knowledge of the Common European Asylum System through study, training or work experience; • Proven professional experience in leading teams and coaching team members.
41	Junior Reception Vulnerability Expert	Reception for vulnerable applicants or international protection, the CEAS and the related EU standards and best practices	<ul style="list-style-type: none"> • Administrative support to the identification, prioritization and referral of individual vulnerable asylum seekers in the national reception centres or system; • Support the provision of information with regards to the vulnerability aspects of the applicants' asylum procedure to applicants of international protection in the national reception centres or system; 	<ul style="list-style-type: none"> • Completed upper secondary education attested by a diploma (EQF 4 or equivalent); Post-secondary education of at least two years in a related field would be considered an advantage (EQF 5 or equivalent);



			<ul style="list-style-type: none"> • Follow up on all procedures regarding medical/psychosocial screening and referrals for medical/psychosocial assessments of individual vulnerable asylum seekers (incl. interviews); • Administrative support to the assessment of the special reception needs of individual applicants in the reception centres/system; • Administrative support to the preparation of vulnerability interviews; • Gather relevant information, documentation and keep records of individual assessments and/or the overall management of vulnerable asylum seekers in the reception system or centre. 	<ul style="list-style-type: none"> • 1 year of proven professional experience in the reception sector related to the tasks described; • Proven experience working with vulnerable groups, preferably in the context of asylum and/or migration; • Proven knowledge of the Common European Asylum System through study, training or work experience.
42	Intermediate Reception Information System (Business Analysis) Expert	Information systems in the sector of Reception for applicants or international protection.	<ul style="list-style-type: none"> • Collect and analyse workflows and procedures with regards to the management of the reception system implemented at local level in order to identify difficulties and implement corrective actions where necessary; • Collect and analyse information and data retrieved from local offices in order to identify issues, make recommendations and verify completeness and accuracy of information collected in order to support the monitoring activities of the reception system; • Assist in the development of analytical, operational and monitoring tools aimed at systematising collected data, improving internal procedures and support staff at the local level with regards to the functioning of the tools and effective use of models developed; • Develop and implementation of an effective communication flow between the Central and local level; • Organise and maintain paper and/or electronic files and update relevant reports. 	<ul style="list-style-type: none"> • Bachelor's degree preferably in Political science, Law, Information sciences or Statistics (EQF 6 or equivalent); • 3 years of proven professional experience with regards to receptions in tasks described; • 1 year of proven professional experience with the monitoring of the implementation and respecting of reception standards; • Proven experience working with excel and databases; • Proven knowledge of the Common European Asylum System through study, training or work experience.
43	Senior Reception Centre Construction Expert	Reception for applicants or international protection, the CEAS and the related EU standards and best practices and construction projects in emergency contexts, with a focus on immigration and asylum	<ul style="list-style-type: none"> • Support the authorities in the design, planning, budgeting, drawing of technical specifications and requirements for refugee accommodation construction projects; • Support the authorities in the coordination of all involved stakeholders for the construction of refugee accommodation facilities, including architects and/or construction workers; • Support the authorities in the supervision of construction projects for Reception and Identification Centres, Asylum Offices, and Housing and Accommodation Facilities. 	<ul style="list-style-type: none"> • Master's degree in Civil Engineering (EQF 7 or equivalent); Based on the final specific assignment and tasks, a professional license might be requested; • 5 years of experience in tasks described; • Proven experience in the design and construction of infrastructures in an emergency context;



				<ul style="list-style-type: none"> • Proven previous work experience in the design of reception camps, informal settlements and other operational settings desirable.
44	Intermediate Reception WASH Expert	WASH in the field of Reception for applicants for international protection	<ul style="list-style-type: none"> • Support the application of EUAA standards and/or national WASH standards in reception centres/sites, depending on the context; • Provide support to stakeholders in a reception system or centre/site on all water, sanitation, hygiene promotion and environment related issues to ensure quality, cost –effectiveness, sustainability and impact soundness in their implementation and in accordance with policies, standards and priorities; • Facilitate capacity strengthening activities of personnel and/or national authorities to address key areas of WASH; • Support the development and implementation of mechanisms to monitor performance of WASH activities and systematic data collection and reporting in a timely manner; • Complete detailed needs and resource assessments and revise designs of technical plans as necessary. 	<ul style="list-style-type: none"> • Bachelor's degree in Architecture, urban planning, civil engineering relevant or other related fields (EQF 6 or equivalent); Based on the final specific assignment and tasks, a professional license might be requested; • 3 years of proven professional experience, preferably in activities with regards to WASH and/or related to the tasks described; • Preferably, proven professional experience with regards to reception of applicants for international protection; • Proven professional experience in planning, formulation, implementation, monitoring of and reporting on humanitarian operations.
45	Senior Reception WASH Expert	WASH in the field of Reception for applicants for international protection	<ul style="list-style-type: none"> • Enhance the organisation and coordination of reception centre/sites WASH related structures in the reception authorities; • Provide direct support, guidance and instructions to a team or teams concerning reception WASH related workflows and to enhance productivity and quality of the service; • Advice concerning the introduction and application of EUAA standards and/or national WASH standards in reception centres/sites, depending on the context; • Provide technical guidance and support to stakeholders in a reception system or centre/site on all water, sanitation, hygiene promotion and environment related issues to ensure quality, cost –effectiveness, sustainability and impact soundness in their implementation and in accordance with policies, standards and priorities; 	<ul style="list-style-type: none"> • Bachelor's degree in architecture, urban planning, civil engineering or other related fields (EQF 6 or equivalent); Master's degree in the above-mentioned fields would be considered an advantage (EQF 7 or equivalent); • 5 years of proven professional experience in activities with regards to WASH related to the tasks described; • Proven professional experience with regards to reception of applicants for international protection; • Proven professional experience in planning, formulation, implementation,



			<ul style="list-style-type: none"> • Identify needs for additional guidance and facilitate capacity strengthening activities of personnel and/or national authorities to address key areas of WASH; • Support the development and effective implementation of mechanisms to monitor performance of WASH activities and systematic data collection and reporting in a timely manner; • Complete detailed needs and resource assessments and revise designs of technical plans as necessary. 	<p>monitoring of and reporting on humanitarian operations;</p> <ul style="list-style-type: none"> • Proven professional experience in leading teams and coaching team members.
46	Junior Social Worker	Social Work in the Asylum and Reception Sector	<ul style="list-style-type: none"> • Support the identification of vulnerable cases and special needs; • Initiate necessary support for the referral process of individual cases of international protection applicants to the relevant authorities; • Support the definition of individual exit plans for applicants; • Collect process and maintain case files and records; • Contribute in drafting reports; • Administrative support to the individual case management for the assigned residents of the reception centre. 	<ul style="list-style-type: none"> • Bachelor's degree in Social Work or other related fields (EQF 6 or equivalent); Based on the specific assignment and tasks, a professional license might be requested; • 1 year of professional experience in social work related to the tasks described; • Preferably, proven knowledge of the Common European Asylum System through study, training, or work experience.
47	Senior Social Worker	Social Work in the Asylum and Reception Sector	<ul style="list-style-type: none"> • Enhance the organisation and coordination of Social work activities and processes with regards to applications for international protection in the reception centres; • Provide guidance and instructions to the teams regarding case management, identification of vulnerable cases and special needs; • Provide guidance to the development, maintenance effective management and improvement of a quality control system of the functioning of the activities. 	<ul style="list-style-type: none"> • Bachelor's degree in Social work (EQF 6 or equivalent); Master's degree in the above-mentioned field would be considered an advantage (EQF 7 or equivalent); Based on the final specific assignment and tasks, a professional license might be requested; • 5 years of proven professional experience as social worker in reception centres for applicants for international protection or similar settings; • Proven knowledge of the Common European Asylum System through study, training or work experience; • Proven professional experience in leading teams and coaching team members.



48	Junior Legal Expert – Asylum and/or Reception	Asylum and migration legislation and procedures in line with provisions of the relevant EU and national legislation	<ul style="list-style-type: none"> • Conduct preliminary legal research and prepare relevant documents in with regards to issues pertaining to individual asylum cases in the field of activity (e.g. reception, UAMs, Asylum, Registrations, etc.); • Collect and organise queries from the field concerning individual cases and referring them to responsible official(s), officer(s) or team members; • Administrative support to the (Helpdesk) function of national authorities aimed at ensuring quality and standardisation of procedures implemented at local level; • Support national authorities or EUAA teams in the field in dealing with individual cases by gathering relevant documents and information, preparing personal files and follow up as needed; • Provide back office support to the organisation of guidance provision and workshops for personnel in the field. 	<ul style="list-style-type: none"> • Bachelor's degree in Law or other fields such as International Relations, Political Science with at least 22 ECTS in Law courses (EQF 6 or equivalent); • 1 year of proven professional experience concerning the provision of legal expertise in the context of Asylum and/or Reception procedures related to the tasks described; • Proven professional experience with regards to asylum and/or migration related legislation and procedures in line with provisions of the relevant EU and national legislation; • Proven knowledge of the Common European Asylum System through study, training or work experience.
49	Intermediate Legal Expert – Asylum and/or Reception	Asylum and migration legislation and procedures in line with provisions of the relevant EU and national legislation	<ul style="list-style-type: none"> • Conduct legal research and provide legal advice in the area of activity (e.g. reception, UAMs, Asylum, Registrations, Dublin Regulation, etc.) to the teams deployed in the field and/or national authorities; • Liaise with the field to share information concerning individual cases and referring them to responsible official(s), officer(s) or team members; • Provide guidance and deliver workshops to personnel on the field to ensure standardisation of procedures, adherence to quality standards and distribution of good practice; • Support the establishment and coordination of a support (e.g. Helpdesk) system aimed at ensuring quality and standardisation of procedures implemented at local level; • Process cases related individual applicants for international protection to provide legal opinions and draft respective records and reports on them in the national authorities. 	<ul style="list-style-type: none"> • Bachelor's degree in Law or other fields such as International Relations, Political Science with at least 22 ECTS in Law courses (EQF 6 or equivalent); • 3 years of proven professional experience concerning the provision of legal expertise related to the tasks described; • Proven professional experience with regards to asylum and/or migration related legislation and procedures in line with provisions of the relevant EU and national legislation; • Proven knowledge of the Common European Asylum System through study, training or work experience.
50	Senior Legal Expert – Asylum and/or Reception	Asylum and migration legislation and procedures in line with provisions of the	<ul style="list-style-type: none"> • Support the organisation and coordination of asylum and reception legal offices, organisational structures and processes in the asylum and reception authorities; 	<ul style="list-style-type: none"> • Bachelor's degree in Law (EQF 6 or equivalent);



		relevant EU and national legislation	<ul style="list-style-type: none"> • Provide direct support, guidance and instructions to a team or teams concerning asylum and reception related legal workflows and regular or complex legal expertise related activities; • Review legal opinions on asylum and reception issues, procedures/regulations (incl. complex issues); • In coordination with relevant authorities, actively contribute to the development of monitoring and reporting frameworks for asylum and reception related legal workflows; • Conduct legal research to analyse complex cases in the area of activity (e.g. reception, UAMs, Asylum, Registrations) and provide legal advice/recommendations to the teams deployed in the field and/or national authorities, including on specific queries. 	<p>Master's degree in the above-mentioned field would be considered an advantage (EQF 7 or equivalent);</p> <ul style="list-style-type: none"> • 5 years of proven professional experience concerning the provision of legal expertise related to the tasks described; • Proven professional experience with regards to asylum and migration related legislation and procedures in line with provisions of the relevant EU and national legislation; • Proven knowledge of the Common European Asylum System through study, training or work experience; • Proven professional experience in leading teams and coaching team members.
51	Intermediate Structural and EU funding Mechanism Expert	EU funding mechanisms, grant writing and project management in the asylum and reception sector	<ul style="list-style-type: none"> • Support with the identification of EU and other funding mechanisms for support to asylum and/or reception sector activities; • Provide technical advice and direct support in the identification, design, funding, managing, monitoring and reporting of projects under different funding mechanisms; • Support the development and implementation of EU funded projects. 	<ul style="list-style-type: none"> • Bachelor's degree, preferably in (EU) Law, (EU) Political Science, International relations, Business management or other related fields (EQF 6 or equivalent); • 3 years of proven professional experience in the development, implementation and or coordination of EU funded projects or mechanisms related to the tasks described; • Proven professional experience with EU budgetary and procurement procedures.
52	Senior Asylum and Reception Sector Structural EU and National Funding Expert	EU and national funding mechanisms, programme design, project management and compliance in the asylum and reception sector	<ul style="list-style-type: none"> • Support the organisation and coordination of Structural and EU funding related offices, structures and processes in the asylum and reception authorities; • Provide direct support, guidance and instructions to a team or teams concerning Structural and EU funding related workflows; • Advice concerning the identification of EU and other funding mechanisms for support to asylum and reception sector activities; • Provide technical advice, recommendations and support for the effective identification, development and management of projects 	<ul style="list-style-type: none"> • Bachelor's degree, preferably in Political science, Law, Social sciences, Humanitarian studies or other related fields (EQF 6 or equivalent); • Master's degree in the above-mentioned fields would be considered an advantage (EQF 7 or equivalent); • 5 years of proven professional experience in the development, implementation and



			under different funding mechanisms, including EU funded projects.	<p>or coordination of EU funded projects or mechanisms related to the tasks described;</p> <ul style="list-style-type: none"> • 2 years of proven professional experience with EU budgetary and procurement procedures; • Proven professional experience in leading teams and coaching team members.
53	Intermediate Asylum Training Expert	CEAS, Asylum training	<ul style="list-style-type: none"> • Support the design of training on various topics related the field of International Protection; • Support the delivery of training activities in national administrations; • Assist in the planning and implementation of training plans; • Provide guidance and on the job coaching at central and local level, in relation to the field of international protection. 	<ul style="list-style-type: none"> • Bachelor's degree in Law, political science, humanitarian studies or social studies (EQF 6 or equivalent); • 3 years of professional experience in the implementation of asylum and/or reception procedures; • Previous experience in training delivery; • Train-the-trainer or didactics training is preferred; • Previous experience and knowledge of the EUAA Training Curriculum and the EUAA training methodology will be an advantage.
54	Intermediate Reception Training Expert	CEAS, Reception training	<ul style="list-style-type: none"> • Support the design of training on various topics related the field of Reception; • Support the delivery of training activities in national administrations; • Assist in the planning and implementation of training plans; • Provide guidance and on the job coaching at central and local level, in relation to the field of reception. 	<ul style="list-style-type: none"> • Bachelor's degree in Law, political science, humanitarian studies or social studies (EQF 6 or equivalent); • 3 years of professional experience in the implementation of asylum and/or reception procedures; • Previous experience in training delivery; • Train-the-trainer or didactics training is preferred; • Previous experience and knowledge of the EUAA Training Curriculum and the EUAA training methodology will be an advantage.
55	Junior Asylum and/or Reception Statistics Expert	Statistical modelling in the Asylum and/or Reception sector	<ul style="list-style-type: none"> • Support to the national asylum and/or reception authorities in maintaining asylum- and/or reception system related data and 	<ul style="list-style-type: none"> • Completed upper secondary education attested by a diploma (EQF 4 or equivalent);



			<p>update timely and accurate data sets and reports, related to the area of activity;</p> <ul style="list-style-type: none"> • Liaise with personnel on the field to ensure data quality with a particular emphasis on accuracy, completeness and timeliness; • Gather information/data, and verify accuracy of the data for the periodic and ad-hoc reports in support of the operational management and reporting requirements of the asylum and/or reception systems by the national authorities. 	<p>Post-secondary education of at least two years in a related field would be considered an advantage (EQF 5 or equivalent)</p> <ul style="list-style-type: none"> • 1 year of proven professional experience with regards to statistical modelling related to the tasks described; • Proven professional experience with regards to the asylum and reception sector preferred.
56	Intermediate Asylum and/or Reception Statistics Expert	Statistical modelling in the Asylum and/or Reception sector	<ul style="list-style-type: none"> • Create research data sets of asylum-related data and maintain timely and accurate data sets, reports, and analyses related to the area of activity in support of the national asylum and/or reception authorities; • Support the development of analytical, operational and statistical tools aimed at systematising data and improving internal procedures of the national asylum and/or reception authorities; • Perform analysis and interpretation of data applying statistical procedures, principles and relevant tools and prepare reports by collecting, analysing, and summarizing information and trends in support of the operational management and reporting requirements of the asylum and/or reception systems by the national authorities. 	<ul style="list-style-type: none"> • Bachelor's degree in statistics, mathematics, or other related fields (EQF 6 or equivalent); • 3 years of proven professional experience with regards to statistical modelling; • Proven professional experience in the asylum and reception or migration sector.
57	Junior Asylum and/or Reception Operations Expert	Statistical modelling in the Asylum and/or Reception sector operations	<ul style="list-style-type: none"> • Support the overall coordination of the asylum and reception sector operations under the relevant measure of the Operating Plan; • Support the organisation of the daily planning of operations; • Provide support to the coordination of the implementation of EUAA Operating Plan activities; • Support the monitoring of the implementation of programme activities; • Keep up to date records and managing tools and databases. 	<ul style="list-style-type: none"> • Completed post-secondary education of at least two years in a related field (EQF 5 or equivalent); Bachelor's degree preferably in Law, Political Science, International Relations, Humanitarian and social Studies or other related fields would be considered an advantage (EQF 6 or equivalent); • 1 year of proven professional experience related to the tasks described, preferably in the asylum and/or reception sector; • Proven professional experience in similar tasks related to programme or project management preferred.



58	Intermediate Asylum and/or Reception Operations Expert	Asylum and/or Reception sector operations	<ul style="list-style-type: none"> • Support the overall coordination of the asylum and reception sector operations under the relevant measure of the Operating Plan; • Provide support to the coordination of the implementation of EUAA Operating Plan activities; • Internal and external stakeholders' management; • Support the development and implementation of the necessary programme and project management frameworks for the implementation of the Operating Plan activities; • Support the design and planning of the annual and multi-annual programmes; • Prepare necessary documentation and reporting for activities implemented. 	<ul style="list-style-type: none"> • Completed post-secondary education of at least two years in a related field (EQF 5); Bachelor's degree, preferably in Law, Political Science, International Relations, Humanitarian and social Studies or other related fields would be considered an advantage (EQF 6 or equivalent); • 3 years of proven professional experience in the asylum and reception sector related to the tasks described; • 2 years of proven professional experience in similar tasks related to programme or project management.
59	Senior Asylum and/or Reception Operations Expert	Asylum and/or Reception sector operations	<ul style="list-style-type: none"> • Support the organisation and coordination of the overall asylum and reception sector operations under the relevant measure(s) of the Operating Plan; • Provide direct support, guidance and instructions to a team or teams concerning the implementation of EUAA Operating Plan activities to achieve the objectives; • Ensure effective communication with all stakeholders; • Develop and implement programme and project management frameworks for the implementation of the Operating Plan activities setting goals and activities, quality standards and the required monitoring framework; • Ensure timely and relevant contribution to the design and planning of the annual and multi-annual programmes. 	<ul style="list-style-type: none"> • Bachelor's degree preferably in Law, Political Science, International Relations, Humanitarian and social Studies or other related fields (EQF 6 or equivalent); Master's degree in the above-mentioned fields would be considered an advantage (EQF 7 or equivalent); • 5 years of proven professional experience in the asylum and reception sector related to the tasks described; • 5 years of proven professional experience in similar tasks related to programme or project management; • Proven knowledge of the Common European Asylum System through study, training or work experience; • Proven professional experience in leading teams and coaching team members.
60	Intermediate Counselling Expert	Counselling of personnel engaged in first line and high stress activities.	<ul style="list-style-type: none"> • Support the identification, development and implementation of appropriate psychoeducation related to personnel care, wellbeing, stress management, trauma, work-life balance, and resilience; 	<ul style="list-style-type: none"> • Bachelor's degree in Psychology (EQF 6 or equivalent);



			<ul style="list-style-type: none"> • Ensure that personnel in the team being stationed in high-stress environments are provided with pre-assignment assessment and counselling, periodical follow-up and post-assignment counselling with regards to occupational psychosocial hazards; • The use of appropriate tools for promoting personal resilience. • Provide individual counselling to personnel deployed as needed; • Provide consistent group counselling for personnel who, in the course of duty, are regularly exposed to high levels of possibly traumatic experiences. 	<p>In case that counselling is being provided by the Expert, a Master's degree in Psychology will be required (EQF 7 or equivalent); Based on the final specific assignment and tasks, a professional license might be required;</p> <ul style="list-style-type: none"> • 3 years of professional experience in the field of humanitarian psychology and/or trauma-related psychology, preferably providing counselling to aid workers or asylum caseworkers; • Proven professional experience in the identification and treatment of burnout and traumatic stress is preferred; • Preferably previous work experience in reception camps, informal settlements and other operational settings characterized by significant levels of environmental stress.
61	Junior Deployment Management Expert	Deployment management in support of operational activities in the asylum and reception sector	<ul style="list-style-type: none"> • Assist in assessment procedures; • Assist in the organisation of the deployment in the field of personnel and experts on contract; • Assist in performance management exercises; • Gather and maintain accurate records pertaining to deployment management activities; • Support time management, travel and other entitlements related activities; • Support concerning deployed personnel financial and budgetary workflows. 	<ul style="list-style-type: none"> • Completed post-secondary education of at least two years in a related field (EQF 5 or equivalent); Bachelor's degree preferably in HR, Business Administration or other related fields in would be considered an advantage (EQF 6 or equivalent); • 1 year of proven professional experience in a function related to deployment management (incl. personnel or HR) related to the tasks described; • Preferably, proven experience with the use of deployment management information systems; • Preferably proven professional experience in the asylum and/or reception sector.



62	Intermediate Deployment Management Expert	Deployment management in support of operational activities in the asylum and reception sector	<ul style="list-style-type: none"> • Support in the planning and review of staffing requirements for deployed personnel in the field (incl. the development of profile descriptions); • Contribute to the development and/or review of workflows and processes for the deployment in the field of personnel and experts on contract; • Assist in the organisation and implementation of assessment procedures; • Assist in the organisation of the deployment in the field of personnel and experts on contract; • Assist in performance management exercises; • Compile and prepare reports pertaining to deployment management metrics and activities; • Support the review and development of deployment related information systems. 	<ul style="list-style-type: none"> • Completed post-secondary education of at least two years in a related field (EQF 5 or equivalent); Bachelor's degree, preferably in HR, Business Administration or other related fields would be considered an advantage (EQF 6 or equivalent); • 3 years of proven professional experience in a function related to deployment management (incl. personnel or HR) related to the tasks described; • Experience with the development and use of deployment management information systems; • Preferably proven professional experience in the asylum and/or reception sector.
63	Senior Deployment Management Expert	Deployment management in support of operational activities in the asylum and reception sector	<ul style="list-style-type: none"> • Support the organisation and coordination of the implementation of EUAA Operations Deployment Management activities and processes; • Provide direct support and guidance on the development of assessment procedures; • Advice on the development and/or review of workflows and processes for the deployment in the field of personnel and experts on contract; • Ensure high-quality and comprehensive advice on the development of a framework and workflows for the planning and review of (human) resource requirements for deployed personnel in the field; • Support the review and development of deployment related information systems; • Provide recommendations and advice on the development and implementation of a performance management system. 	<ul style="list-style-type: none"> • Bachelor's degree, preferably in HR, Business Administration or other related fields (EQF 6 or equivalent); Master's degree in the above-mentioned fields would be considered an advantage (EQF 7 or equivalent); • 5 years of proven professional experience in a function related to deployment management (incl. personnel or HR) related to the tasks described; • Experience with the development and use of deployment management information systems; • Preferably proven professional experience in the asylum and/or reception sector.
64	Intermediate Organisational Development Expert	Organisational development, change management in the asylum and reception sector	<ul style="list-style-type: none"> • Implement analysis of organisational structures, procedures, processes, and the utilization of resources; 	<ul style="list-style-type: none"> • Bachelor's degree in Business management, Organisational Psychology, Organisational Development, Law, or other related fields (EQF 6 or equivalent);



			<ul style="list-style-type: none"> • Support the design and implementation of a variety of developmental initiatives, strategies, action plans and programmes; • Support organisation optimization initiatives and contribute to the restructuring of organisational units and work practices to increase efficiency and align activities with organisation objectives; • Measure the impact of interventions on organisational and personnel performance and efficiency; • Document processes and present progress reports management. 	<ul style="list-style-type: none"> • 3 years of proven previous relevant professional experience in similar tasks • Preferably possess good knowledge of the asylum and migration sector and legislation in line with provisions of the relevant EU and national legislation.
65	Senior Organisational Development Expert	Organisational development, change management in the asylum and reception sector	<ul style="list-style-type: none"> • Review and analysis of organisational structures, plans, procedures, processes, and the utilization of resources; ii. Design and implementation of a variety of strategies, developmental initiatives, action plans and programmes including goals and priorities; • Lead optimization and restructuring initiatives aiming at increasing operational efficiency and aligning activities with organisational objectives; • Measure and analyse the impact of interventions on organisational and personnel performance and efficiency; • Document processes in a systematic, regular and clear way. 	<ul style="list-style-type: none"> • Bachelor's degree in Business management, Organisational Psychology, Organisational Development, Law, or other related fields (EQF 6 or equivalent); Master's degree in the above-mentioned fields would be considered an advantage (EQF 7 or equivalent); • 5 years of proven previous relevant professional experience in similar tasks; • Preferably possess good knowledge of the asylum and migration sector and legislation in line with provisions of the relevant EU and national legislation.
66	Intermediate Change Management Expert	Expertise on organisational development, change and transformation management in the asylum and reception sector	<ul style="list-style-type: none"> • Support the development of change initiatives, plans and projects; • Facilitate change management activities; • Conduct project reviews to assess the effectiveness of the implemented initiatives and follow up on issues within the organisation; • Support development, delivery and management of communication programmes; • Support the preparation of evaluation, analytical and ad hoc reports on the functioning of the activities and related challenges. 	<ul style="list-style-type: none"> • Bachelor's degree, preferably in Economics, Business Administration, Organisational Psychology, Organisational Development or other related fields (EQF 6 or equivalent); • 3 years of proven relevant professional experience in similar tasks; • Proven experience in Change and Transformation projects; • Preferably possess good knowledge of the asylum and migration legislation and context.



67	Senior Change Management Expert	Expertise on organisational development, change and transformation management in the asylum and reception sector	<ul style="list-style-type: none"> • Review the organisational business processes, systems, job functions, organisational structures and the use of resources; • Support drafting, reviewing and updating organisational strategies and plans to implement change initiatives and projects; • Conduct risk analysis and impact analysis, assess change readiness and identify key stakeholders in the context of complex fluctuating organisational contexts; • Support designing, developing and delivering internal communication plans; • Coordinate the implementation of the change management projects, ensuring an inclusive approach towards the workforce and relevant stakeholders; • Support the setting up of high performing teams through the adoption of relevant strategies and initiatives (e.g. coaching, mentoring, 360° feedback). 	<ul style="list-style-type: none"> • Bachelor's degree in Economics, Business Administration, Organisational Psychology, Organisational Development or other related fields (EQF 6 or equivalent); Master's degree in the above-mentioned fields would be considered an advantage (EQF 7 or equivalent); • 5 years of proven relevant professional experience in similar tasks; • Proven experience in Change and Transformation projects; • Preferably possess good knowledge of the asylum and migration legislation and context.
68	Junior Monitoring and Evaluation Expert	Monitoring, evaluation and reporting in the asylum and reception sector.	<ul style="list-style-type: none"> • Support regular and ad hoc monitoring and evaluation reporting on progress concerning EUAA Operating Plan activities; • Provide periodic inputs, information and statistics for reports concerning EUAA Operating Plan activities; • Support the collection, processing and validation of data from various sources; • Carry out quantitative data collection activities and data entry work using reporting templates; • Carry out field visits for quantitative and qualitative data collection activities. 	<ul style="list-style-type: none"> • Completed upper secondary education attested by a diploma (EQF 4 or equivalent); Post-secondary education of at least two years in a related field would be considered an advantage (EQF 5 or equivalent); • 1 year of proven professional experience in M&E activities, preferably in an asylum and reception sector context related to the tasks described; • Proven professional experience in data collection, analysis, and production of reports.
69	Intermediate Monitoring and Evaluation Expert	Monitoring, evaluation and reporting in the asylum and reception sector.	<ul style="list-style-type: none"> • Regular and ad hoc monitoring and evaluation reporting on progress concerning EUAA Operating Plan activities; • Provide periodic inputs, information and statistics for reports concerning EUAA Operating Plan activities; • Collect, process and validate data from various sources; • Collect, record, and analyse qualitative and quantitative data with regards to EUAA's Operating Plan activities to identify issues and 	<ul style="list-style-type: none"> • Bachelor's degree, preferably in Business Administration, Social sciences or other related fields (EQF 6 or equivalent); • 3 years of proven professional experience in M&E activities, preferably in an asylum and reception sector context related to the tasks described;



			<p>gaps for discussion during periodic or ad hoc PMO and Management Team meetings;</p> <ul style="list-style-type: none"> Support the development and design Monitoring, Evaluation and/or Impact Reports. 	<ul style="list-style-type: none"> Proven professional experience in designing tools or frameworks for data collection, analysis, and production of reports.
70	Senior Monitoring and Evaluation Expert	Monitoring, evaluation and reporting in the asylum and reception sector.	<ul style="list-style-type: none"> Enhance the coordination of the overall monitoring and evaluation activities under the EUAA Operating Plan; Provide effective guidance and instructions to a team or teams concerning the implementation of EUAA Operating Plan monitoring and evaluation activities; Develop and implement monitoring and evaluation frameworks, plans and procedures for EUAA Operating Plan activities; Develop and design Monitoring, Evaluation and/or Impact Reports; Ensure quality control and technical support to EUAA Operating Plan project staff in the implementation of their monitoring responsibilities to ensure correct and timely collection of monitoring data; Lead and conduct regular periodic analysis of quantitative data as well as qualitative data on all EUAA Operating Plan programme inputs, outputs, and outcomes. 	<ul style="list-style-type: none"> Bachelor's degree, preferably in Business Administration, Social sciences or other related fields (EQF 6 or equivalent); Master's degree in the above-mentioned fields would be considered an advantage (EQF 7 or equivalent); 5 years of proven professional experience of programme management and M&E activities in an asylum and reception sector context related to the tasks described; 4 years of proven professional experience in the design of monitoring and evaluation instruments/tools for asylum and reception sector (programme) activities; Proven knowledge of the Common European Asylum System through study, training or work experience; Proven professional experience in leading teams and coaching team members.
71	Junior Asylum and Reception Programme and Project Management Expert	Programme and Project Management and coordination in the asylum and reception sector.	<ul style="list-style-type: none"> Support the coordination and organisation of programme and project activities concerning EUAA Operating Plan activities; Support the definition of requirements for the programme/project deliverable of EUAA Operating Plan activities; Support the periodic and continuous monitoring or tracking of EUAA Operating Plan project milestones and deliverable; Support follow-up on the submission of EUAA Operating Plan project deliverables, ensuring adherence to quality standards; Support the preparation of periodic and ad hoc EUAA Operating Plan project status reports by collecting, analysing, and summarizing information and trends. 	<ul style="list-style-type: none"> Completed upper secondary education attested by a diploma (EQF 4 or equivalent); Post-secondary education of at least two years in a related field would be considered an advantage (EQF 5 or equivalent); 1 year of proven professional experience in programme and project management activities related to the tasks described; Preferably proven professional experience in the asylum and/or reception sector.



72	Intermediate Asylum and Reception Programme and Project Management Expert	Programme and Project Management and coordination in the asylum and reception sector.	<ul style="list-style-type: none"> • Coordination and organisation of programme and project activities concerning EUAA Operating Plan activities; • Management of programme or EUAA Operating Plan programme execution to ensure adherence to budget, schedule, and scope; • Monitor or track project milestones and deliverables; • Coordination of stakeholders; • Define and manage the programme/project requirements (incl. programme change management) and the delivery against requirements ensuring adherence to quality standards for the EUAA Operating Plan activities; • Regular and ad hoc project status reports by collecting, analysing, and summarizing information and trends. 	<ul style="list-style-type: none"> • Bachelor's degree, preferably in Business Administration, Social Sciences, Economics or other related fields (EQF 6 or equivalent); • 3 years of proven professional experience in programme and project management activities, preferably in an asylum and reception sector context related to the tasks described; • Preferably proven knowledge of the Common European Asylum System through study, training or work experience.
73	Intermediate Asylum and Reception Financial Management Expert	Public financial management of activities in the asylum and reception sector.	<ul style="list-style-type: none"> • Support the management of expenditures and contracts related to awarded reception centres and draft related periodical financial reports in support of the competent national authorities to fulfil organisational requirements; • Expenditure management and harmonisation of financial procedures related to asylum and/or reception system; • Develop monitoring workflows and processes for the expenditures and contracts related to awarded reception centres and draft related periodical financial reports; • Contribute to the harmonisation of financial procedures and systems related to the asylum and/or reception system and report on financial issues; • Support the review and development of processes and workflows for the management of correspondence with public bodies and other relevant stakeholders regarding economic and financial matters in the relevant area of activity. 	<ul style="list-style-type: none"> • Bachelor's degree in Finance, Economics, Business administration, Management, or related fields (EQF 6 or equivalent); • 3 years or proven professional experience in a function related to administrative financial activities related to the tasks described; • Proven professional experience in reviewing and controlling budgets and related tasks; • Proven professional experience in the use of information systems supporting administrative financial activities; • Preferably proven professional experience in the asylum and/or reception sector.
74	Senior Asylum and Reception Financial Management Expert	Public financial management of activities in the asylum and reception sector.	<ul style="list-style-type: none"> • Enhance the organisation and coordination of financial management related offices, structures, processes and financial resources in asylum and/or reception authorities; • Provide direct support and guidance and instructions to a team or teams concerning asylum and reception sector related financial management workflows, systems and tools to enhance productivity and quality of the service; 	<ul style="list-style-type: none"> • Bachelor's degree in Finance, Economics, Business administration, Management, or other related fields (EQF 6 or equivalent); Master's degree in the above-mentioned fields would be considered an advantage (EQF 7 or equivalent); • 5 years or proven professional experience in a function related to administrative



			<ul style="list-style-type: none"> • Monitor ongoing financial procedures in the national authorities responsible for the asylum and/or reception sector to ensure effective and efficient management of financial resources; • Advice on the review and development of the financial monitoring and management system for the asylum and reception system of the national authorities to ensure effective and efficient management of financial resources; • Advice on the development of monitoring workflows and processes as well as template periodic reports for the expenditures and contracts related to awarded reception centres; vi. Advice on the harmonisation of financial procedures related to asylum and/or reception system. 	<p>financial activities related to the tasks described;</p> <ul style="list-style-type: none"> • 4 years of proven professional experience in reviewing and controlling budgets and related tasks; • 4 years of proven professional experience in the use of information systems supporting administrative financial activities; • Proven professional experience in the asylum and/or reception sector.
75	Intermediate Risk Management and Compliance Expert	Risk management and compliance in the asylum and reception sector	<ul style="list-style-type: none"> • Support the development and implementation of risk management systems and tools; • Support the integration of risk management in operational planning and decision-making processes; • Support the review of risks across the operation; • Support the design and implementation of risk mitigation actions; • Maintain and update the Risk Register as an active risk management tool; • Assist in the coordination and the follow-up on the risk and compliance related recommendations (audit, inspection, evaluation as well as internal compliance monitoring/coordination review assignment), and take appropriate action with the focal points to address any problems or difficulties arising from monitoring of the process; • Prepare/contribute relevant inputs to reports and analysis as requested. 	<ul style="list-style-type: none"> • Bachelor's degree, preferably in Business Administration, Management, Risk Management, Law, Economics, International Relations or other related fields (EQF 6 or equivalent); • 3 years of relevant professional experience related to risk management and compliance activities related to the tasks described; • Preferably proven professional experience in the asylum and/or reception sector.
76	Senior Risk Management and Compliance Expert	Risk management and compliance in the asylum and reception sector	<ul style="list-style-type: none"> • Advice on the development and implementation of risk management systems and tools; • Advice on the framework for the integration of risk management in operational planning and decision-making processes; • Support the development of processes and workflows for the review of risks and identification of risk mitigation actions across the operation; 	<ul style="list-style-type: none"> • Bachelor's degree, preferably in Business Administration, Management, Risk Management, Law, Economics, International Relations or other related fields (EQF 6 or equivalent); Master's degree in the above-mentioned fields would be considered an advantage (EQF 7 or equivalent);



			<ul style="list-style-type: none"> • Support the development of the Risk Register system; • Support the development of a system for the management and coordination for the follow-up on the risk and compliance related recommendations; • Develop risk reports. 	<ul style="list-style-type: none"> • 5 years of relevant professional experience in similar tasks related to risk management and compliance; • 4 years of proven professional experience in the asylum and/or reception sector; • Preferably proven knowledge of the Common European Asylum System through study, training or work experience.
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