



Annex 1: Expert Profiles

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

The profiles are organised in two Clusters:

1. **Cluster 1: Requiring a university degree**
 - a. **Cluster 1A:** At least five years of professional experience: classified as Senior Expert
 - b. **Cluster 1B:** At least three years of professional experience: classified as Expert
2. **Cluster 2: Not requiring a university degree:** classified as Support Expert

* *Applicants may apply for up to 3 of the 19 profiles listed in this Annex.*

* *The Agency will assign the seniority level (Cluster 1A, 1B or 2) based on the assessment of the educational qualifications and professional experience stated in the candidate's application.*

CLUSTER 1 ²			
Profile No.	Indicative Name of Profile	Indicative Tasks ³	Profile Requirements
1	Asylum Procedures Expert	<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. • Support the implementation of Relocation activities. • Implement quality assurance activities to ensure all related asylum procedures are sound, standardised, and contribute to training and/or coaching activities. • Provide support to the analysis and processing of individual cases of international protection. • Conduct analysis and research on case law and provide legal advice and guidance in the area of activity. 	<ul style="list-style-type: none"> • Bachelor's degree (EQF 6 or equivalent). • 3 years of proven professional experience with regards to Asylum procedures and activities related to the tasks described.

¹ <https://europass.europa.eu/en/common-european-framework-reference-language-skills>

² Minimum requirement Bachelor's degree (EQF 6 or equivalent)

³ The Indicative Tasks in the overview of profiles (Annex 1) are an overview of possible tasks/deliverables which Remunerated External Experts (REEs) under these profiles can be requested to carry out for specific assignments. Not all listed tasks/deliverables will necessarily be included, and other or additional tasks/deliverables related to these profiles can be included in any final contract with REE when and if selected.



	Senior Asylum Procedures Expert	<ul style="list-style-type: none"> • Enhance the organisation and coordination of the work in the related asylum procedures. • Provide guidance to ensure the correct implementation of the SOPs. • Enhance the organisation and coordination of quality control organisational structures in asylum and reception authorities. • Support the coordination of Relocation activities. • Advice on the support provided in drafting SOPs, working instructions, guidelines and in the development of the necessary tools for the analysis of applications. 	<ul style="list-style-type: none"> • Bachelor's degree (EQF 6 or equivalent). • 5 years of proven professional experience with regards to Asylum procedures and activities related to the tasks described.
2	Dublin Regulation Expert	<ul style="list-style-type: none"> • Provide support to the preparation and processing of Dublin Regulation cases. • Support the implementation of Relocation activities. • Conduct analysis and research on Dublin Regulation-related issues. and contribute to the development of working documents and guidelines. 	<ul style="list-style-type: none"> • Bachelor's degree (EQF 6 or equivalent). • 3 years of proven professional experience concerning Dublin Regulation related activities.
	Senior Dublin Regulation Expert	<ul style="list-style-type: none"> • Support the coordination of Relocation activities. • Conduct analysis and research on Dublin Regulation-related issues and contribute to the development of working documents and guidelines. • Enhance the organisation and coordination of Dublin Regulation related workflows, organisational structures and processes in asylum authorities. • Provide guidance to ensure the correct implementation of the SOPs. • Provide guidance and support for cases of high level of complexity and contribute to the development of best practices in case management. 	<ul style="list-style-type: none"> • Bachelor's degree (EQF 6 or equivalent). • 5 years of professional experience concerning Dublin Regulation related activities.
3	Legal Expert (Asylum/ Reception)	<ul style="list-style-type: none"> • Conduct legal research and provide legal advice/recommendations in the area of activity (Reception, International Protection, Dublin procedures, etc.). • Provide legal counselling to applicants of international protection for the lodging of the individual application, legal assistance and representation at all stages of the procedure. • Facilitate the information sharing processes to applicants of international protection, including through a Helpdesk function. • Contribute to the development of monitoring and reporting frameworks for asylum and reception related legal workflows. 	<ul style="list-style-type: none"> • Bachelor's degree in law (EQF 6 or equivalent). • 3 years of proven professional experience concerning the provision of legal expertise related to the tasks described.
	Senior Legal Expert (Asylum/ Reception)	<ul style="list-style-type: none"> • Provide support, guidance and instructions to responsible personnel concerning asylum and reception-related legal workflows and regular or complex legal activities, to ensure standardisation of procedures, adherence to quality standards and distribution of best practices. 	<ul style="list-style-type: none"> • Bachelor's degree in law (EQF 6 or equivalent). • 5 years of proven professional experience concerning the provision of legal expertise related to the tasks described.



		<ul style="list-style-type: none"> • Conduct Data Protection Impact Assessments, design processes to ensure proper application of EU regime on data protection and support the implementation of such processes through dedicated awareness sessions and consultations with relevant stakeholders. • Enhance the organisation and coordination of legal offices, organisational structures and procedures in reception and asylum systems. • Advice on and support drafting SOPs and working instructions documents in the context of asylum and reception, under the guidance of the responsible officer. 	
4	Resettlement Expert	<ul style="list-style-type: none"> • Support the implementation of selection and matching activities for the review of individual cases. • Facilitate planning for resettlement-related missions and interviews. • Support and follow up on linguistic and interpretation activities in terms of schedule and quality of the service provided. • Organise and implement pre-departure and cultural orientation activities. 	<ul style="list-style-type: none"> • Bachelor's degree (EQF 6 or equivalent). • 3 years of proven professional experience related to the tasks described.
	Senior Resettlement Expert	<ul style="list-style-type: none"> • Support the coordination of the implementation of selection and matching activities for the review of individual cases. • Ensure efficient and effective organisation and implementation of pre-departure and cultural orientation activities. • Contribute to the development of best practices in case management for resettlement processes. • Provide support, guidance and instructions to personnel concerning resettlement-related workflows to enhance productivity, quality of the service and to achieve organisational goals. 	<ul style="list-style-type: none"> • Bachelor's degree (EQF 6 or equivalent). • 5 years of proven professional experience related to the tasks described.
5	COI Expert	<ul style="list-style-type: none"> • Conduct Country of Origin Information (COI) research concerning individual international protection case files in line with the relevant working instructions and EUAA COI methodology and applying a broad range of tools and techniques. • Conduct research from multiple sources and provide responses to COI queries following the relevant methodology and guidelines. • Provide quality control assistance and guidance with regards to COI with the aim to support the international protection decision process and contribute to quality processing of applications for international protection. 	<ul style="list-style-type: none"> • Bachelor's degree (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).
	Senior COI Expert	<ul style="list-style-type: none"> • Conduct Country of Origin Information (COI) research for complex matters and contribute to the development of working documents and guidelines. 	<ul style="list-style-type: none"> • Bachelor's degree (EQF 6 or equivalent).



		<ul style="list-style-type: none"> • Provide support, guidance and instructions concerning Country of Origin Information related workflows to enhance productivity, quality of the service and to achieve organisational goals. 	<ul style="list-style-type: none"> • 5 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).
6	Access to Asylum Procedures Expert	<ul style="list-style-type: none"> • Support the development, implementation and coordination of asylum registration, flow management and information provision-related offices, structures and processes. • Process registrations and lodging of applications for international protection, including identifying Dublin and/or vulnerability indicators, and follow up communication and supporting implementation of existing referral pathways. • Manage and address needs of arriving groups of applicants for international protection and contribute to a smooth functioning of the arrival in-processing in accordance with policy and procedures. • Support the implementation of Relocation activities. • Support the implementation of information provision to applicants and beneficiaries of international protection regarding the asylum and reception procedures, including to arriving groups. 	<ul style="list-style-type: none"> • Bachelor's degree (EQF 6 or equivalent). • 3 years of proven professional experience related to the tasks described.
7	Asylum/ Reception Operations Expert	<ul style="list-style-type: none"> • Support the overall coordination monitoring, and evaluation of the asylum and/or reception operations under the relevant measure(s) of the Operational Plan. • Carry out data collection and analysis, drafting of reports and to the development of tools, guidelines and workflows. • Support the coordination of the operations planning, including the implementation, assessment of needs and coordination of field activities. • Support the development and implementation of programme and project management frameworks with the inclusion of goals and activities, quality standards and the required monitoring framework for the implementation of the Operational Plan activities, • Contribute to the identification of training or other needs with regards to operational support. 	<ul style="list-style-type: none"> • Bachelor's degree (EQF 6 or equivalent). • 3 years of proven professional experience related to the tasks described, preferably in the area of asylum and/or migration.
8	Reception and Site Management Expert	<ul style="list-style-type: none"> • Support the national reception authorities in the planning, implementation, coordination, monitoring and reporting of interventions and/or projects regarding reception in coordination with the responsible personnel. • Support the development and implementation of operational tools for data collection and analysis with the aim to support the assessment and strengthen the 	<ul style="list-style-type: none"> • Bachelor's degree (EQF6 or equivalent). • 3 years of proven professional experience in reception related to the tasks described.



		<p>effectiveness and the sustainability of the national authorities' reception structures and processes.</p> <ul style="list-style-type: none"> • Provide support to the set-up and implementation of governance and community participation mechanisms. • Support the monitoring and follow-up of the construction process cycle, i.e. survey, design, tendering and supervision of construction works in the site(s). 	
	Senior Reception and Site Management Expert	<ul style="list-style-type: none"> • Provide support to the set-up and implementation of governance and community participation mechanisms. • Provide support, guidance and capacity building to a team or teams and/or support to relevant stakeholders' officials concerning reception and site management related SOPs and workflows to enhance productivity and, quality of the service. • Implement quality assurance activities to ensure all related reception procedures are sound and standardised; and contribute to training and/or coaching activities. • Ensure effective coordination with stakeholders active in the reception sector and support the development of joint or complementary initiatives. 	<ul style="list-style-type: none"> • Bachelor's degree (EQF 6 or equivalent). • 5 years of proven professional experience in reception related to the tasks described. • Proven professional experience with the application of reception standards, site services and infrastructure.
9	Senior Asylum/Reception Training Expert	<ul style="list-style-type: none"> • Support the delivery of European Asylum Curriculum training activities in the context of the Agency's operations. • Support the design of trainings in the framework of the European Asylum Curriculum, under the guidance of the Training and Professional Development Centre. • Assist in the planning and implementation of training plans, in collaboration with the Training and Professional Development Centre. • Support the provision of guidance and on-the-job coaching at central and local level, in relation to the fields of international protection and/or reception, under the guidance and in coordination of the Training and Professional Development Centre and in line with the EUAA training standards and procedures. • Contribute to quality assurance activities to ensure reception and/or asylum procedures are sound and standardised. 	<ul style="list-style-type: none"> • Bachelor's degree (EQF 6 or equivalent). • 5 years of proven professional experience in the implementation of asylum and/or reception procedures. • Previous experience in training delivery. • Completion of the Train-the-trainer or the didactics training modules will be an advantage. • Previous experience and knowledge of the EUAA Training Curriculum and the EUAA training methodology will be an advantage
10	Protection Expert	<ul style="list-style-type: none"> • Support the vulnerability screening, identification and assessment of applicants for international protection and the handling of the referrals of individual vulnerable applicants. • Facilitate daily operations of sections dedicated to the reception of vulnerable persons, including in disembarkation sites. 	<ul style="list-style-type: none"> • Bachelor's degree (EQF 6 or equivalent). • 3 years of proven professional experience in protection of vulnerable applicants for international protection.



		<ul style="list-style-type: none"> • Coordinate and facilitate the reception and access to services for minor or adult vulnerable applicants. • Support the implementation of age assessment procedures related to applicants for international protection. 	
	Senior Protection Expert	<ul style="list-style-type: none"> • Support the organisation and coordination of daily operations of sections dedicated to the reception of vulnerable persons, including in disembarkation sites. • Provide support in drafting SOPs and workshops, in the context of vulnerability, at local level and/or at central level. • Implement quality assurance activities to ensure all related protection procedures are sound and standardised and contribute to training and/or coaching activities. • Enhance the coordination of all actors involved in protection matters in accordance with the relevant procedures and support the set-up of local networks for vulnerabilities. 	<ul style="list-style-type: none"> • Bachelor's degree (EQF 6 or equivalent). • 5 years of proven professional experience in protection of vulnerable applicants for international protection.
11	Counselling Expert	<ul style="list-style-type: none"> • Support individual and group counselling for personnel by conducting counselling sessions to provide support for stress management, work-life balance and mental health concerns. • Contribute to crisis intervention and personnel support by providing counselling services to personnel who face challenging situations, such as bereavement, trauma or workplace conflicts. • Support the identification, development, and implementation of psychoeducational activities related to personnel care, wellbeing, stress management, trauma, work-life balance, and resilience. • Support the onboarding sessions and counselling of personnel stationed in high-stress environments by providing periodical follow-up support during assignments and post-assignment counselling with regards to occupational psychosocial hazards. • Provide individual or group follow-up counselling for personnel regularly exposed to high levels of possibly traumatic experiences in the course of duty. 	<ul style="list-style-type: none"> • Bachelor's degree in psychology or counselling (EQF 6 or equivalent). Based on the final specific assignment and tasks, a professional license in the country of deployment might be required. • 3 years of proven professional experience in the field of humanitarian psychology and/or trauma-related psychology, preferably providing counselling to aid workers or asylum caseworkers. • Preferably proven professional experience in the identification and treatment of burnout and traumatic stress. • Preferably previous work experience in reception camps, informal settlements or other operational settings characterized by significant levels of environmental stress.
	Senior Counselling Expert	<ul style="list-style-type: none"> • Provide support to develop a strategy on counselling and to the implementation of a counselling strategy. • Develop an action plan on provision of counselling services. • Ensure regular and effective communication with all stakeholders for the smooth and effective coordination of counselling services. 	<ul style="list-style-type: none"> • Bachelor's degree in psychology or counselling (EQF 6 or equivalent). Based on the final specific assignment and tasks, a professional license in the country of deployment might be required. • 5 years of proven professional experience in the field of humanitarian psychology and/or trauma-related psychology, preferably providing counselling to aid workers or asylum caseworkers.



		<ul style="list-style-type: none"> • Support the individual and group counselling for personnel by conducting counselling sessions to provide support for stress management, work-life balance and mental health concerns. • Ensure personnel stationed in high-stress environments receive onboarding sessions and counselling by providing periodical follow-up support during assignments and post-assignment counselling with regards to occupational psychosocial hazards. • Develop and implement relevant reporting mechanisms. 	<ul style="list-style-type: none"> • Proven professional experience in the identification and treatment of burnout and traumatic stress. • Preferably previous work experience in reception camps, informal settlements or other operational settings characterized by significant levels of environmental stress.
12	Social Worker Expert	<ul style="list-style-type: none"> • Support the identification of vulnerable applicants for international protection and their special needs Provide support for the referral process of individual cases to the relevant authorities and/or other stakeholders. • Contribute to the development and implementation of individualized case management plans for applicants for international protection and support the definition of individual exit plans for the assigned applicants for international protection. • Collaborate with relevant stakeholders to ensure a holistic and coordinated approach to case management. 	<ul style="list-style-type: none"> • Bachelor's degree in social or cultural studies or other relevant fields (EQF 6 or equivalent). Based on the specific assignment and tasks, a professional license in the country of deployment might be requested. • 3 years of proven professional experience in social work related to the tasks described.
	Senior Social Worker Expert	<ul style="list-style-type: none"> • Enhance the organization and coordination of social work activities and processes by providing 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. • Development and implementation of individualized case management plans for applicants for international protection and support the definition of individual exit plans for the assigned applicants for international protection. • Collaborate with relevant stakeholders to ensure a holistic and coordinated approach to case management. 	<ul style="list-style-type: none"> • Bachelor's degree in social or cultural studies or other relevant fields (EQF 6 or equivalent). Based on the specific assignment and tasks, a professional license might in the country of deployment be requested. • 5 years of proven professional experience in social work related to the tasks described.
14	Finance/Procurement Expert	<ul style="list-style-type: none"> • Support with the identification of EU and other funding mechanisms for support to asylum and/or reception activities. • Provide technical advice, recommendations and support for the effective identification, development and management of projects under different funding mechanisms, including EU funded projects. • Support the development, implementation, management, and streamlining of financial and procurement procedures and international contracts in line with 	<ul style="list-style-type: none"> • Bachelor's degree, preferably in law, political science, international relations, economics, business management, finance, procurement, social sciences, humanitarian studies or other related fields (EQF 6 or equivalent). • 3 years of proven professional experience related to the tasks described, preferably in asylum and/or reception.



		<p>relevant rules and regulations, including the development of tools in the national asylum and reception system authorities.</p> <ul style="list-style-type: none"> • Support the development of monitoring workflows and processes for the financial procedures in the national authorities responsible for asylum and/or reception to ensure effective and efficient management of financial resources. • Support the organisation and coordination of Structural and EU funding related offices, structures and processes in the asylum and reception authorities. 	<ul style="list-style-type: none"> • Proven professional experience in reviewing and controlling budgets, with EU budgetary and procurement procedures and/or in the use of information systems supporting administrative financial activities.
	<p>Senior Finance/Procurement Expert</p>	<ul style="list-style-type: none"> • Enhance the organisation and coordination of financial management related offices, structures, processes and financial resources. • Support the coordination and guidance to a team or teams concerning Logistics and Procurement related workflows to ensure adherence to the organisational requirements and enhance productivity and quality of the service. • Advice on the development, implementation, management, and streamlining of financial and procurement procedures and contracts in line with relevant rules and regulations, including the development of tools in the national asylum and reception system authorities. • Advice on the development of monitoring workflows and processes for the financial procedures in the national authorities responsible for asylum and/or reception to ensure effective and efficient management of financial resources. 	<ul style="list-style-type: none"> • Bachelor's degree, preferably in law, political science, international relations, economics, business management, finance, procurement, social sciences, humanitarian studies or other related fields (EQF 6 or equivalent). • 5 years of proven professional experience related to the tasks described, preferably in asylum and/or reception. • 4 years of proven professional experience in reviewing and controlling budgets, with EU budgetary and procurement procedures, and/or in the use of information systems supporting administrative financial activities.
<p>15</p>	<p>Senior Design/Construction/WASH Expert</p>	<ul style="list-style-type: none"> • Conduct technical feasibility studies and support in the identification and selection of appropriate sites to be used for reception centres, accommodation areas for applicants for international protection, including vulnerable groups. • Support the authorities in the design, planning, budgeting, drafting of technical specifications and requirements for reception centre construction projects, ensuring quality control and adherence to project timelines. • Support the application of EUAA standards and/or national WASH standards in reception centres/sites, depending on the context. • Conduct regular site visits to monitor progress and identify potential challenges. • Provide technical support and advice 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, maintenance management or improvements for the security of the infrastructures in compliance with the applicable legal framework (incl. use of calculation programmes for the design of the interventions). 	<ul style="list-style-type: none"> • Bachelor's degree in architecture, civil engineering, mechanical engineering, urban planning or other related fields (EQF 6 or equivalent). Based on the final specific assignment and tasks, a professional license in the country of deployment might be requested. • 5 years of proven experience in the tasks described, preferably related to the reception of applicants of international protection and/or emergency contexts. • Proven professional experience in the design of reception camps, shelter projects, informal settlements and/or other operational settings desirable, and/or in the design, planning, budgeting, drawing of technical specifications and requirements for accommodation construction projects and/or the supervision of their implementation, preferably for applicants for international protection.



		<ul style="list-style-type: none"> • Support the authorities in the coordination of all involved stakeholders for the design and construction of reception facilities and/or on all water, sanitation, hygiene promotion and environment related issues. 	
	Asylum and Reception Information System Expert	<ul style="list-style-type: none"> • Collect data and analyse information, workflows and procedures with regards to the management of the asylum or reception information system, implemented at local level in order to identify difficulties and implement corrective actions, where necessary. • Collaborate with other stakeholders to ensure the successful implementation and integration of information systems. • Assist in the development of analytical, operational and monitoring tools aimed at systematising data collection and improving internal procedures. • Support staff in the functioning of tools and effective use of models developed. • Develop and implement an effective communication flow between the central and local level. • Organise and maintain files and update relevant reports. 	<ul style="list-style-type: none"> • Bachelor's degree (EQF 6 or equivalent). • 3 years of proven professional experience in activities related to the tasks described, preferably in asylum and/or reception. • Proven experience working with excel and databases. • Preferably proven professional experience with the monitoring of the implementation and respecting of reception standards.
16	Senior Asylum and Reception Information System Expert	<ul style="list-style-type: none"> • Advice on and oversee the support provided to the national asylum and/or reception authorities in the collection of data and analysis of information, workflows and procedures with regards to the management of the asylum or reception system, implemented at local level in order to identify difficulties and implement corrective actions, where necessary. • Make recommendations and verify completeness and accuracy of information collected, to support the monitoring activities of the asylum and/or reception system. • Collaborate with other stakeholders to ensure the successful implementation and integration of information systems. • Advice on the support provided in the development of analytical, operational and monitoring tools aimed at systematising data collection and improving internal procedures. • Advice on the support provided in the development of tools and effective use of models developed. 	<ul style="list-style-type: none"> • Bachelor's degree (EQF 6 or equivalent). • 5 years of proven professional experience in activities related to the tasks described, preferably in asylum and/or reception. • Proven experience working with excel and databases. • Preferably proven professional experience with the monitoring of the implementation and respecting of reception standards.
17	Information and Data Management Expert	<ul style="list-style-type: none"> • Provide support to the national asylum and/or reception authorities in gathering information, maintaining, updating and creating datasets and reports related to the area of activity, in a timely and accurate manner. 	<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 related to the tasks described.



		<ul style="list-style-type: none"> • Conduct 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. • Ensure data quality of periodic and ad-hoc reports with a particular emphasis on accuracy, completeness and timeliness. • Support the development of analytical, operational and statistical tools aimed at systematising data and improving internal procedures and where needed, support in digitalising data collection processes. 	<ul style="list-style-type: none"> • Preferably proven professional experience in asylum and/or reception activities.
	<p>Senior Information and Data Management Expert</p>	<ul style="list-style-type: none"> • Advise on and oversee the support in gathering information, maintaining, updating and creating datasets and reports related to the area of activity, ensuring high standards of accuracy and timeliness. • Conduct advanced analysis and interpretation of data applying statistical procedures, principles and relevant tools and prepare in-depth reports by collecting, analysing, and summarizing information and trends to support operational management and high-level reporting requirements of the asylum and/or reception systems. • Advise on and enhance the quality assurance processes for periodic and ad-hoc reports, with a particular emphasis on maintaining high standards of accuracy, completeness and timeliness. • Advise on and oversee the support to the development of analytical, operational and statistical tools aimed at systematising data and improving internal procedures. 	<ul style="list-style-type: none"> • Bachelor's degree in statistics, mathematics, or other related fields (EQF 6 or equivalent). • 5 years of proven professional experience with regards to statistical modelling related to the tasks described. • Preferably proven professional experience in the asylum and/or reception sector.
<p>18</p>	<p>Programme and Project Management Expert</p>	<ul style="list-style-type: none"> • Support the development of programme/project requirements (including change management) • Support the coordination and organisation of programme and project activities concerning EUAA Operational Plan execution and monitoring, to ensure adherence to budget, schedule, quality and scope. • Support and advice on the development and implementation of risk management systems, processes and tools and the integration of these in operational planning and decision-making processes. • Review and analyse organisational structures, plans, procedures, processes and resource utilisation. • Support the implementation and coordination of the overall monitoring and evaluation activities under the EUAA Operational Plan, by supporting the development and implementation of the necessary frameworks, plans and procedures. 	<ul style="list-style-type: none"> • Bachelor's degree (EQF 6 or equivalent). • 3 years of proven professional project-related experience in activities related to the tasks described. • Preferably proven professional experience in asylum and/or reception.



	<p align="center">Senior Programme and Project Management Expert</p>	<ul style="list-style-type: none"> • Advice on and coordinate the development of programme/project requirements (including change management). • Ensure timely and relevant contribution to the design and planning of the annual and multi-annual programmes. • Advice on and support the coordination and organisation of programme and project activities related to the execution and monitoring of the EUAA Operational Plan, ensuring strict adherence to budget, schedule, quality, and scope. • Develop and implement advanced risk management systems, processes, and tools and ensure their integration into operational planning and decision-making processes. • Conduct reviews and analyses of organisational structures, plans, procedures, processes, and resource utilisation, by advising on optimisation and restructuring initiatives to enhance operational efficiency and align activities with organisational objectives. 	<ul style="list-style-type: none"> • Bachelor’s degree (EQF 6 or equivalent). • 5 years of proven professional project-related experience in activities related to the tasks described. • Preferably proven professional experience in asylum and/or reception activities.
<p align="center">19</p>	<p align="center">Deployment Expert</p>	<ul style="list-style-type: none"> • Assist in the organisation and coordination of the development and implementation of assessment procedures and of performance management exercises. • Provide support in time management, travel and other entitlements of deployed personnel and in financial and budgetary workflows. • Support the coordination of the planning and review, as well as be involved in administrative matters of personnel requirements, workflows and processes for the deployment of 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 (EQF 6 or equivalent). • 3 years of proven professional experience related to deployment management (incl. personnel or HR) related to the tasks described. • Proven experience with the development and use of deployment management information systems (incl. HR). • Preferably proven professional experience in asylum and/or reception activities.



CLUSTER 2⁴

Profile No.	Indicative Name of Profile	Indicative Tasks	Profile requirements
6	Access to Asylum Procedures Support Expert	<ul style="list-style-type: none"> • Support the implementation of asylum registration, flow management and information provision-related tasks, workflows, and processes. • Support and follow up on linguistic and interpretation activities in terms of schedule and quality of the service provided. • Assist with managing arriving groups of applicants for international protection and contribute to a smooth functioning of the arrival in-processing in accordance with policy and procedures. • Provide administrative support with the preliminary analysis of individual cases (including Dublin Regulation cases) and provision of support to the preparation of interviews/hearings. • Prepare preliminary legal research and relevant documents. • Support the transfer procedures of applicants from/to other Members States. 	<ul style="list-style-type: none"> • Completed upper secondary education (EQF 4 or equivalent). • 1 year of proven professional experience related to the tasks described.
7	Asylum/Reception Operations Support Expert	<ul style="list-style-type: none"> • Support the overall organisation and coordination of the asylum and/or reception operations under the relevant measure(s) of the Operational Plan. • Contribute to data collection, drafting of reports and to the development of tools, guidelines and workflows. • Support the development and implementation of programme and project management frameworks for the implementation of the Operational Plan activities. 	<ul style="list-style-type: none"> • Completed upper secondary education (EQF 4 or equivalent). • 1 year of proven professional experience related to the tasks described, preferably in the area of asylum, migration and/or reception.
13	Psychosocial Support Expert	<ul style="list-style-type: none"> • Implement daily support activities aiming to facilitate a safe and supportive environment for children or vulnerable people. • Support psychosocial activities. 	<ul style="list-style-type: none"> • Completed upper secondary education (EQF 4 or equivalent). • 1 year of proven professional experience related to the tasks described in the field of psychosocial support.

⁴ Minimum requirement upper-secondary education attested by a diploma (EQF4)



		<ul style="list-style-type: none">• Assist with supporting, screening, identification and the handling of the referrals of vulnerable applicants for international protection.• Collect, process and maintain case files and records.	
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