

NOTICE OF SNE SELECTION PROCEDURE

Job title	Seconded National Expert – Research Officer
Reference	EF-SNE-25-04
Initial contract duration	2 years renewable
Place of employment	Dublin, Ireland
Deadline for applications:	15 August 2025

I. AGENCY INFORMATION

Eurofound - the European Foundation for the Improvement of Living and Working Conditions - is an agency of the European Union based in Dublin and provides knowledge to assist policymakers in the development of better social, employment and work-related policies.

Eurofound offers information, advice and expertise on working conditions and sustainable work, industrial relations, labour market change, living conditions and public services. Eurofound supports a wide range of stakeholders including the EU Institutions and bodies, Member States and Social Partners, in shaping and implementing social and employment policies and promoting social dialogue through comparative information, research and analysis.

For more information on Eurofound's activities, please visit the website: www.eurofound.europa.eu.

Eurofound is organising a procedure to select a well-qualified candidate to the role of:

Seconded National Expert - Research Officer

Seconded National Experts (SNE) are typically drawn from public administrations in EU Member States, bringing their expertise to Eurofound for a defined period before returning to their home administration.

The SNE - Research Officer will be based in one of Eurofound's research units (Employment, Working Life, or Social Policies) and will report to the relevant Head of Unit. The role involves contributing to Eurofound's research projects focused on key societal challenges relevant to EU policy-making in the area of living and working conditions.

Applications from professionals all over the European Union, who are civil servants of a Member State Government or who are employed by a social partner organisation as represented on the Management Board of Eurofound, are welcome in line with Eurofound's equal opportunities policy. We are committed to achieving diversity, as the diversity of Eurofound's staff is essential to the Agency's success.

The place of employment is Dublin and residence within reasonable distance of Eurofound's office will be required in accordance with the Staff Regulations (Article 20).

Eurofound applies a policy of equal opportunities and non-discrimination in accordance with article 1(d) of the Staff Regulations and accepts applications without distinction on any grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

II. JOB CONTEXT & Duties

Depending on their expertise, the seconded national expert – research officer can be nominated to one of 3 research units: Employment; Working Life; and Social Policies.

Based on their skills, the successful candidate will be involved in the formulation, coordination and management of European-wide studies, surveys, publications and other projects.

Reporting to the relevant Head of Unit, the duties of the role will be:

- to contribute to Eurofound's work programme development by generating policy-relevant project ideas and giving constructive feedback to the ideas of others.
- to assist in the design and implementation phase of research projects.
- to carry out literature reviews and conduct research, applying quantitative research, including data analysis and application of statistical methods, or qualitative methodologies.
- to contribute to drafting research outputs, considering the different requirements related to different output formats and audiences (e.g. styles and target group orientation in research reports, policy briefs, working papers, blogs etc.).
- to review the contributions of national experts and present comparative results and policy analysis based on these contributions.
- to assist in the management of research projects, including to review and assess deliverables of contractors, or other contributors to research outputs.
- to prepare, participate, contribute and organise conferences, workshops and other meetings and ensure reporting from these events.
- to present the work of Eurofound to both internal and external audiences.
- To respond in a timely manner to stakeholders' requests and enquiries, collating information, preparing ad hoc analyses or any other agreed output formats, ensuring high quality responses.
- to liaise and cooperate closely with colleagues in research and in other Units with the ability to combine individual tasks and working as part of a team.
- other duties as required by the Head of Unit / line manager.

III. QUALIFICATIONS AND EXPERIENCE REQUIRED

The call for expression of interest is open to candidates who are:

- civil servants of a Member State government;
- employed by a social partner organisation as represented on the Management Board of Eurofound;
- employed by an independent university or research organisation which is part of the public sector and does not set out to make profits for redistribution.

Candidates must have:

- Citizenship of one of the Member States of the European Union, entitled to full rights as a citizen;
- at least three years' work experience at an appropriate level;

- fulfilled any obligations imposed by the laws concerning military service;
- a thorough knowledge of one official language of the European Union and a satisfactory knowledge (level B2) of another language of the Union. As English is the daily working language of Eurofound, proficiency in English is required to a level necessary for the performance of the duties (level C1);
- a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more; or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years;
- a university degree, preferably in sociology, economics, political science, business studies, statistics, psychology, law or related areas.
- experience of working closely with the policy areas covered by the Eurofound Founding Regulation;
- experience of effectively preparing, presenting and communicating information and proposals to stakeholders, particularly to the social partners as represented on the Management Board of Eurofound.

In addition to the above, candidates who are invited for interview will be assessed based on the following criteria:

- A genuine interest in comparative social research and good understanding of policy-related aspects in at least one of the research areas of Eurofound, (social policies and living conditions, working conditions and social dialogue, employment) in the overall context of the European Union.
- A good knowledge of the EU policy agenda in relation to Eurofound's work, and of EU Institutions.
- A good understanding of and an active interest in new research topics and research methodologies.

Candidates must be able to prove that they meet the conditions for admission by means of appropriate documents (copies of diplomas, education and work certificates, etc.).

IV. APPLICATIONS PROCEDURE

All applications must be submitted on the official [application form](#). The three parts of the form must be completed in turn by:

- A. The candidate (Part A),
- B. Their employer, with a statement of the nature of the candidate's employment over the previous years (Part B), and
- C. The Permanent Representation of their Member State (Part C).

NOTE: - Only Part C of the form needs to have an original signature.

Applications must be accompanied by a Curriculum Vitae, using the [Europass](#) format.

Any applications that are not fully completed and endorsed by all parties cannot be considered.

Completed applications forms, with CVs, will be submitted to the Secretary of the Selection Committee (EF-25-SNE-04), by the relevant Permanent Representation by email to recruit@eurofound.europa.eu.

Candidates may not discuss their applications with any members of the Selection Committee or with the Management of Eurofound, nor ask anybody to approach these parties on their behalf. Any breach of this prohibition may result in the disqualification of a candidate.

Candidates will be shortlisted in accordance with the requirements outlined above and those selected will be called for interview.

V. TERMS OF SECONDMENT

The Research Officer will be engaged as a Seconded National Expert (SNE).

The secondment will be for an initial period of two years, with the possibility of an extension of a further two years, maximum, subject to budgetary availability.

The secondment will be governed by Commission Decision C (2008) 6866 final of 12 November 2008 laying down rules on secondment to the Commission of national experts ('SNE Decision').

The secondment of the Seconded National Expert (SNE) will be subject to the agreement that they will remain employed and remunerated by their employer during the secondment. The SNE will equally remain covered by their national social security.

This is not a 'cost free SNE' vacancy (cf. Art. 2 of the 'SNE Decision'). As a consequence, allowances will be granted by Eurofound to the SNE in accordance with Art. 17 of the 'SNE Decision'.

During the secondment, the SNE is subject to confidentiality, loyalty and absence of *conflict of interest* obligations, as provided for in Art. 6 and 7 of the 'SNE Decision'.

Important

Deadline for submission of applications to Eurofound, as outlined under point IV is **15 August 2025**. Interviews will be scheduled in the first half of September.

General Information for applicants:

Eurofound engages Seconded National Experts from EU Member States via their Permanent Representations to the EU. If you are interested in working as an SNE, you should initially enquire at your Permanent Representation to the EU. There, you should be put in touch with the person responsible for managing SNE recruitment from your Member State who can deal with your request.

Your secondment is formalised by a bilateral agreement between Eurofound's administration and the organisation from which you are being seconded. In practice, this involves an exchange of letters between the Executive Director of Eurofound and your employer.