

Hire a [European Junior Expert](#)

Frequently Asked Questions



Table of contents

+ Question 1: Hire a Junior Expert Junior. What are the advantages?	3
+ Question 2: What are the costs for each party?	4
+ Question 3: What are the responsibilities of each party?	6
+ Question 4: Hosting application procedure. When and how to apply for a Junior Expert?	7
+ Question 5 : How are applications analysed?	9

+ Question 1: Hire a Junior Expert Junior. What are the advantages?

There are quite a few advantages for both the Junior Expert and the host organisation.

- ♦ On the one hand, the Junior Programme takes care of **the recruitment of Junior Experts (JEs)** with the support of Enabel Talent Acquisition Specialists.

Young professionals :

- **Are recruited after a rigorous selection procedure, ensuring a qualitative recruitment;;**
- **Are selected and appointed to the position.** They sign a **work contract with Enabel and the partner organisation;**
- **Benefit from a training** before the start of their work contract;

The objective of the training is to provide an introduction to their new working environment and to prepare them for their personal and professional life in a different cultural context;

- Receive a **training budget per year** for the duration of their work contract to develop their skills and best meet the realities of their function. This budget also remains available for any other training in preparation for their future professional career;
- Also **receive support from an external coach** for their professional and personal development.

- ♦ On the other hand, Junior Experts (JEs) **contribute to the project in a professional manner.**

- For the partner organisation, it's about **providing additional staff at reduced cost for up to 2 years;**
- The young experts take on tasks that bring a **real added value** to the project by focusing on tasks for which the team either does not have the time or does not have the required skills;
- JEs make their **qualified know-how** available to the project. They often come with a fresh eye on the project, show a lot of enthusiasm and sometimes help to create **a new dynamic. He or she can build bridges between projects** (sometimes even between different organisations).

+ Question 2: What are the costs for each party?

Most of the financial costs are paid by the Junior Programme. However, some costs are supported by the partner organisation.

- ♦ **The Junior Programme** is in charge of selecting candidates, organising the training before the start of the Junior Experts' work contract and most of the following financial costs:

1. The payment of **monthly salary**, of a 13th month, child allowance and double holiday allowance;
2. The payment of **accommodation costs** (according to fixed ceilings per country);
3. The payment of **Overseas social security contributions** for affiliation to [NSSO](#);
4. The accident, hospitalisation and repatriation **insurances**;
5. A contribution to the **transport costs of luggage** (outward and return);
6. The payment of **an annual air ticket** (outward and return);
7. **Some expenses related to the expatriation** such as vaccines, visa, passport, etc...;
8. An **individual training budget** of €1000/year that the Junior Expert can draw on in the context of his/her function, but also for the development of his/her career plan.
9. An **individual budget for coaching sessions** of the Junior Expert within the framework of his/her professional and personal development.

- ♦ **The partner organisation (NGO or the Enabel project) must provide the following costs** in the framework of hosting the Junior Expert:

1. **Functioning costs** (mission costs, equipment costs (laptop, software, office furniture, phone costs, etc.);
2. **Administrative support regarding the residence and work permit**, i.e. ensuring the administrative procedures for obtaining the JE's work and residence permits with the authorities of the country of employment;
3. **The supervision**. The JE can only acquire such an experience if he/she benefits from good supervision.
Guidance is mainly provided by **the supervisor (N+1)** on the one hand, and by **an external coach** on the other hand.
 - On the one hand, the first referent is **the supervisor (N+1) who supervises the Junior Expert in his/her work**.

The JE is part of the partner country's team. Four contribution meetings (called development circles) are held annually, during which they discuss the functioning of the JE within the team and the evolution of his/her tasks. In this context, the Junior Expert is gradually able to make full use of his or her potential and to gain autonomy and responsibility.

The supervisor has a work contract with the partner organisation. His/her contract duration is long enough to fulfil the role of supervisor for at least the first year of the Junior Expert work contract. The supervisor has a maximum of 2 Junior Experts in his/her team.

- On the other hand, **an external coach** is also available to the Junior Expert.

This professional coach supports the Junior Expert in his/her professional and personal development. The JE can call on this coach for a maximum of 10 hours per contract year. A first meeting is scheduled during the pre-departure training (at the beginning of his/her work contract).

+ Question 3: What are the responsibilities of each party?

The security of the Junior Expert is provided together with Enabel.

The Junior Expert is made available to the NGO, but security remains the only area of supervision for which responsibility is shared. Enabel remains the Junior Expert's final employer.

Common sense dictates that it is always the strictest rule that must be followed by the JE (whether the rule had been issued by Enabel or the NGO, it doesn't matter). A rigorous understanding of security rules from both organisations and a good communication between the NGO supervisor and Enabel Resident Representative is the prerequisite for the Junior Programme.

The host organisation must provide a **security briefing** and ensure that the Junior Expert respects the security rules in the field. By this, we mean the rules concerning travel, means of transport, places to avoid, communication in case of problems, etc.

+ Question 4: Hosting application procedure. When and how to apply for a Junior Expert?

Calendar

The call for Junior Expert positions is **launched at two different times during the year, in January and May**. It remains open for approximately one month.

Hosting application procedure

1. Before writing its application (request), the hosting project should **properly identify the potential Junior Expert's needs** of the project and ensure that the logistical (transportation, desk, laptop, etc.) and financial means will allow it to host a Junior Expert for a period of at least one year;
2. **The application is submitted by completing 2 forms (FR / EN) – job description** (an administrative part and a descriptive part). These documents must be filled in as accurately as possible by the person who will take the role of "supervisor" (N+1) of the JE.
Please note that the job description must meet several criteria in order to be validated by the Junior Programme. The list includes mandatory, weighted and general criteria and aims to facilitate the analysis of the different applications. Please refer to question 4 to consult it;
3. **Have the request analysed and approved by the representative** of your organisation in the country of assignment (where the function will be carried out).
Please note, that if your project is managed by a Belgian NGO, the representative of that NGO must send the 2 forms to the Focal Point (designated at the head office of the NGO) for the Junior Programme.
4. **The Focal Point** at the head office of the NGO or - in the case of an Enabel project - the Enabel Resident Representative, **centralises the request(s) and forwards them** to the Junior Programme's Project Officer (for your partner country).

The recruited Junior Expert will leave **approximately 7-8 months later**.

Some tips before you start writing your job description

- ◆ **Clearly identifying tasks and responsibilities** from the first stage of the process is a key to success. The Junior Expert as well as the project team will feel better upon arrival of the JE in the project;
- ◆ We insist on **the genuine added value that the Junior Expert will bring** as well as on his/her empowerment and involvement in a very specific project assignment. That is why it is important to **clearly define the expected output in the job description**;

- ◆ When drawing up the job description, keep in mind that the **Descriptive part will be published as such to the attention of candidates**. Be clear and specific in the description (avoid abbreviations, explain technical terms...) so candidates, who are not familiar with the context or project, can understand the job and expectations.
- ◆ In the "profile required" field of the job description, we have integrated **categories of degrees** in order to standardize the requests and to be more exhaustive in the future. Please specify them according to the defined need in order to save time during the analysis phase.
- ◆ If your project is managed by **Enabel**, the proposed job description should be discussed with the concerned EST, OPS and/or COMM colleagues. Their remarks on the content and their technical or practical comments should be integrated in the form BEFORE submission to the Junior Programme.

A request does not guarantee supply

Submitting a request for a Junior Expert does not guarantee that the Junior Programme will effectively be able to assign a Junior Expert to the job opening for 2 main reasons:

- The Junior Programme receives many requests from the field. However, our programme cannot fill up all these requests. That is why preference will be given to the most qualitative jobs. But this should not stop you from submitting the request again on a later call.
- It may also be that we have no successful candidate at the end of the selection process. If this is the case, and if the conditions allow it, the vacancy will be published again on a next call.

+ Question 5 : How are applications analysed?

The Junior Programme team will subject all job descriptions it receives to the most qualitative screening. From now on, its role is to stimulate and direct the demand as well as to combine the needs of the projects with the new strategic orientations of the Junior Programme.

In order to ensure that we publish as many and varied positions as possible, we use an analysis grid that consists of 3 types of criteria. These criteria are summarised in the tables below:

- ♦ **8 mandatory** or eliminating criteria; ;

	Criteria	Indicators / aspects of analysis
8 <u>mandatory</u> criteria	1 - Partner country	♦ Obligation to be located in 1 of the 14 partner countries (Presence of an NGO / Enabel Representation Office)
	2 - Security context	♦ To be evaluated with the Enabel Resident Representative/NGO Representative
	3 - Project duration	♦ Min. 1 year after arrival of JE
	4 - Start of the project	♦ <u>Effectively</u> started at time of call for Junior positions
	5 - Clear contribution to Global Citizenship	♦ Devote at least 5% of the EJ's <u>working time</u> to raising awareness on global citizenship.
	6 - Available budget	♦ For operational costs (laptop, office, missions, phone costs, etc.)
	7 - Involvement of local partners	♦ Involvement in the request if the JE works in a specific local partner infrastructure (signature in the administrative form). In case of working with several partners, the supervisor informs them
	8 - Contractuel relation Supervisor	♦ With Belgian NGO or Enabel

♦ **6 criteria for scoring ;**

Criteria		Weight	Indicators / aspects of analysis
6 criteria for <u>scoring</u>	1 – Field exposure	A	<ul style="list-style-type: none"> ♦ Direct contacts with the target group of the project & local realities ♦ Exposure to SDG challenges ♦ Frequent field missions (office/field ratio) ♦ Duty Station
	2 – Added value JE	A	<ul style="list-style-type: none"> ♦ Coherence of function ♦ Fosters JE learning (competences, autonomy) ♦ Balanced/adapted workload JE profile
	3 - Local capacity development	A	<ul style="list-style-type: none"> ♦ Fostering learning and teaming up with local partners ♦ Work in duo
	4 - Quality of Support & Follow-up	A	<ul style="list-style-type: none"> ♦ Nearness supervisor to JE ♦ Max. 2 JEs/supervisor ♦ Quality previous follow-up of JE by supervisor (when existing)
	5 – Innovation	B	<ul style="list-style-type: none"> ♦ Room for experiments with innovative tools/approaches (action-research, new technologies, etc.)
	6 - Project duration	C	<ul style="list-style-type: none"> ♦ > 2 years

- ♦ **4 global criteria.** They are only at the disposal of the Junior Programme team to ensure a balance between the published positions.

	Criteria	Indicators / aspects of analysis
4 <u>global</u> criteria	1 – Diversity of JE profiles	<ul style="list-style-type: none"> ♦ Technical vs General ♦ Addressing future (evolving) demand for expertise
	2 – Diversity 14 partner countries	<ul style="list-style-type: none"> ♦ Limit number of JEs in most fragile countries (BKF, MLI, NER)
	3. - Fair balance between NGO / Enabel projects	<ul style="list-style-type: none"> ♦ Fair breakdown to be maintained
	4. - Fair balance between European and National Junior Experts	<ul style="list-style-type: none"> ♦ Fair breakdown to be maintained