

## I am a young European expert

### + Am I eligible?

In order to apply, you must meet the **admission requirements without exception**. Please note that these conditions must be met **at the latest on the last day of the publication of the job openings**.

There are also 5 admission criteria:

1. Hold **Belgian nationality or be a citizen of a Member State of the European Union or the Swiss Confederation**;
2. Be **maximum 30 years old**;
3. Be able to **submit an extract from one's criminal record** stating behaviour in accordance with the requirements of the job and enjoyment of civil and political rights.
4. Have knowledge of the two national language in Belgium: French and Dutch
  - a. Sufficient knowledge of one to take part in the selection tests.
  - b. And knowledge (min A2) of the other language.
5. At least **hold a professional bachelor's degree (PBA)\* or an academic master's degree**, either issued in Europe.

\*PBA: A professional bachelor provides a direct ticket to a specific profession. Such degrees were formerly dispensed following 'higher education of the short type', unlike an academic bachelor's degree (ABA), which simply provides access to an academic master's and not to a profession. The PBA programme consists of minimum 180 credits. If you are in doubt about what kind of degree you hold, please check this with your institution of learning.

### + Selection process

The selection of the applicant for each job opening is made in **5 eliminatory stages**.

#### Step 1 - Screening of CVs

We check that you meet the 5 admission requirements as well as the specific criteria related to the job (diploma, experience, languages, etc.). These criteria are formally set out in the job description and vary from one job to another;

#### Step 2 – Written test

**You are invited to do a few online psycho-technical tests;**

#### Step 3 - Oral test in the form of a motivation interview (online)

You will be evaluated on your motivation to participate in the Junior Programme and also on the functions for which you have applied;

#### Step 4 - Oral test in form of Assessment Center (face-to-face in Brussels)

**During a group exercise followed by an individual interview in our offices in Brussels**, you will be evaluated on 5 skills considered essential to fulfil the mission of a Junior Expert.

#### Step 5 - Interview with the field project team

This interview aims to rank the last applicants competing for the job and is to confirm whether you actually are a suitable applicant for the job.

### + Salary package

The Junior Expert signs a contract with the Belgian Development Agency, Enabel or, where applicable, with a partner NGO. The contract is for a minimum of one year, with possible extension to 2 years at most. During the entire duration of the contract, the JE receives a gross monthly salary of EUR 1 870.67. This amount is linked to the consumer price index. Further benefits include:

- Payment of 13<sup>th</sup> month
- Payment of double holiday allowance
- Allowance for accommodation costs (cap defined by the partner country)
- Payment of fees for overseas social security
- Accident, hospital and repatriation insurance (Ethias)
- A EUR 556 max luggage transportation allowance (upon departure and upon return), on basis of evidence
- One round-trip flight ticket per year,
- Payment of family benefits. The Junior Programme does not reimburse any costs made for the partner and/or child(ren) of the Junior Expert.

### + Support and development

Each Junior Expert benefits from the support of his or her manager (supervisor) but also from training at the beginning of his or her job. In order for you to develop professionally and personally in your new position and work environment, the Junior Programme offers you the following benefits

- **Onboarding**
  - **Mandatory pre-departure onboarding** in our offices in English: 6 to 9 days possibly and if applicable supplemented by an onboarding at the NGO;
  - Onboarding upon arrival in the country of assignment by the host organisation (Enabel or the NGO);
- **Support by**
  - **a supervisor at the duty station.** Junior Experts, as full-fledged team members, are supervised on a daily basis by their supervisor, The supervisor provides regular feedback on work-related issues and progress. They periodically discuss the functioning of the Junior Expert, the team and the future development of the tasks. In this context, they can progressively fully exploit their potential and gain autonomy and responsibility;
  - **an external professional coach** who supports the Junior Experts in their professional development (conflict management, assertiveness...) and personal development (isolation, interculturality). The consultation is done online for a maximum of 10 hours per year;
  - **from Belgium, by a member of the Junior Programme team and/or a staff member from the head office of the partner NGO** who will also ensure the follow-up and support of the Junior Expert during the duration of his or her contract. An interview (annual debriefing) is scheduled with the JE;

- **A training budget of EUR 1,000 per year.** It is made available to the Junior Experts to develop their individual skills in the context of their tasks or in areas they deem suitable for their future career.

## + FAQ

1. **Can I do the (written and oral) selection tests on another period than the date proposed?**  
No, the period for the written (online) test is fixed. For the oral tests, applicants can choose from among several dates that have been e-mailed to them (via Doodle). The applicants can choose the date that suits them best
2. **Can I do the selection tests from abroad?**  
The answer varies according to the type of test:
  - For Step 2 - Written Test, the test is online. So you just need a good Internet connection.
  - For Step 3 - Oral test in the form of a motivation interview, the test is online.
  - For Step 4 - Oral test in the form of an Assessment Centre, you must be present in Belgium. The test is organised at Enabel's head office. If you can't come for this period, it's make no sense to apply.
3. **In which language are the oral tests held?**  
The oral tests are held **in French or Dutch but a minimum knowledge of the second language is expected (level A2)**. The languages required for the position will be tested during the motivation interview.
4. **What does Step 2 - Written Test consist of?**  
These are **3 aptitude tests**. The abstract and verbal reasoning tests were developed by Hudson. For the 3rd test, the situational judgment test, which was specifically created for the Junior Programme.
5. **How do I know if I passed the written test?**  
To pass the written test, you must obtain **a final score of at least 50% in each test and also be in the top 7** applicants with the best score (per job opening).
6. **May I apply for several job openings?**  
Yes, you may apply for several job openings. In the selection steps, your application may be retained for one or several job openings. If you make it to the last step (Step 5 - **Interview with the field project team**), you will be proposed for the job which matches your profile best. We expect you to accept each of these positions, whatever your preference, and then leave if you're chosen.
7. **Do I actually stand any chance of getting employed in the partner country considering I do not have a technical profile (political sciences, communication, history, development...)?**  
Yes, you do. The Junior Programme recruits candidates from a variety of backgrounds, also so-called 'non-technical' profiles. Some job openings are for 'soft' project aspects like raising awareness or mainstreaming gender, communication, or monitoring and evaluation. Have a look at the **examples of positions of Junior Experts**.

8. **I reside abroad. Do you pay back transportation costs related to or accommodation costs during the selection?**

No, we do not pay back transportation costs related to or accommodation costs during the selection. We expect your physical presence only for the assessment.

9. **I have specific questions regarding a job opening. Who may I ask my question to?**

A general information session is organised a few days after publication so you can get to know the Junior Programme better. This is not the right moment to ask questions about specific job openings. However, you can contact the Project Officer responsible for the job. His/her name and contact details will be specified in the job ad. Candidates will be provided with a schedule of call periods.