

GUIDANCE NOTES FOR APPLICANTS

FOR THE POST OF PROGRAMME OFFICER of ERRC

Please read the Guidance Notes very carefully. They outline the requirements for the presentation of your application and other relevant information. Should your application not follow the requirements or be incomplete, we will not be able to consider your documents. This could lead to exclusion from the application process.

- **The use of selection criteria**

The selection criteria defined by ERRC are used to decide who is called for an interview and also as a basis for questions to be asked at the interview. They are solely based on the requirements for the post and aim to assist ERRC in determining if you possess the qualifications, experience and skills.

- **Notes on completion of application form**

Read through the job description and personal specification carefully so that you know the exact purpose of the job, the functions and the essential and desired skills that are required. Read through the application form so that you know exactly what is required. In your answers to the questions on the application form, please set out as clearly as possible why you feel that you have the skills, experience and abilities described in the person specification. No assumptions will be made about you, so it is essential you tell us how you meet **each** of the criteria.

Complete the electronic versions of the form in English only by typing in the text. If you do not have access to a computer please complete the form in clear handwriting using extra paper if necessary. Please do not forget to number the pages. Check that you have signed the declaration if you submit the application by post. Sending it via e-mail does not require a signature. Make sure you respect the closing date and return the requested application documents as outlined below in sufficient time. The deadline (**18 February, 8.00 am Budapest time**) will be strictly adhered to. Application forms received at ERRC's office after the closing date and time cannot be considered. We will ensure that your data and application are treated confidentially.

- **Experience/skills section in the application form**

This section of the application form is designed to enable applicants to provide evidence of their knowledge, skills and abilities relating to each point of the person specification.

In your answers to these questions we are looking for evidence of your understanding of the tasks, functions and responsibilities of this post and also for relevant experience.

It is vital that this section is properly completed and that you explain how you think you can meet *each* of the selection criteria by saying something about each one. Failure to do so may result in your not being short-listed for an interview. If you do not have experience in a certain area, state how you would accomplish the work.

Rather than simply repeating your employment history, look at the skills, abilities and knowledge required by the job and provide evidence that you have these skills by giving specific examples. It is not enough simply to say that you have done a job, you should think about what was involved and the different skills and knowledge you used to complete the tasks. Don't forget to consider other relevant skills gained outside of paid employment, i.e. community or voluntary work.

In writing about your skills, talk about your own experiences and not the general work of the team or organisation with which you have been involved.

Write in a clear, concise, well-organised and positive manner. Tailor your application to the specific job, rather than making a general application.

- **Application documents required**

A complete application contains:

No.	Document	completed
1.	An <u>application form</u> completed as described above	
2.	A <u>cover letter</u> giving us a first impression about why you are applying for this post and what experience you have which is relevant for the post. The cover letter should not be longer than 1 page	
3.	The <u>equal opportunities form</u> . Although we would welcome receipt of this form, it is not obligatory	

Only complete applications can be considered. Please note that ERRRC does not expect to receive your CV since it will not form the basis for assessing your suitability.

- **How to e-mail your application**

We would like to encourage you to e-mail your application to the following e-mail address (judit.geller@errc.org). This will support and facilitate our internal evaluation process. Please put '*Programme Officer Application*' in the subject line.

We kindly ask you to save the documents you are going to send to us as an attachment to an e-mail in the following manner to facilitate our internal processes:

- Cover letter: your first name.your family name.cover letter
- Application form: your first name.your family name.application form
- Equal opportunities form: leave the file name as it is

If you would like to be informed that we have received your application, please do not hesitate to request a confirmation. We will only confirm receipt if you have asked to be notified.

If you do not have access to e-mail we will accept your application as a hard copy sent by post to the address indicated at the end of the guidance notes. Please mark the envelope with '*Programme Officer Application*'. Your application will be treated in the same way as an application sent by e-mail. Please note that the deadline given above indicates the time when the mailed envelop should be received at the ERRC office. However, please be aware that we need to forward your documents to members of the recruitment panel. The members of this panel might not be based in Budapest. Given the tight schedule of the recruitment process, electronic versions of your application would simplify the process.

We kindly ask applicants not to call the ERRC office during the recruitment process. We believe that the documents made available on the ERRC website will give you sufficient information to prepare a good application.

- **Assessment of applications and communication with short listed candidates**

Your completed application will be reviewed by a panel and used to decide whether or not you are selected for an interview.

Regrettably, due to the large number of applications we usually receive, it is not possible to write to you, should you not be short-listed. If you have not heard from us by late February 2008, please assume that your application has not been successful on this occasion.

Please make sure that you provide us with your preferred e-mail address since all communication concerning the interviews will be done via e-mail if possible. If you do not have access to an e-mail address, please indicate your direct phone or fax number. Please indicate in the cover letter if your application should be treated as strictly confidential in relation to your current employer.

- **ERRC's equal opportunities policy**

ERRC is operating its recruitment along an equal opportunities policy. Candidates are assessed on justified and neutral criteria according to the qualifications required for the post. To meet the mission of the organisation ERRC wishes to increase the number of staff of Roma origin, which is currently not at a satisfactory level.

Under our commitment to ensuring equal opportunities in our employment policies, the use of selection criteria helps us to select people objectively and fairly. An equal opportunities form is enclosed with the application documents. We would welcome receipt of this form. The information contained is anonymous and only used for internal purposes to check that our equal opportunities procedures are working

properly. However, we wish to state that it is not obligatory to send in the form if you do not wish to do so. The application (cover letter, application form and paper) will be valid without the equal opportunities form and no disadvantage whatsoever will arise from not filling out this form.

While actual recruitment to all ERRC jobs will be strictly on merit, ERRC commits itself to an equal opportunities policy. The organisation strives to increase the number of persons of Roma origin in its staff and therefore specifically encourages candidates of Roma background to apply. In order to overcome existing disadvantages faced by Roma, candidates of Roma background will be offered special measures in taking up and during employment at ERRC.

The assessment of all applications will be kept in a record. Should you have starting evidence that you have been discriminated in this recruitment please direct your complaint to the Executive Director Vera Egenberger (vera.egenberger@errc.org). We will be in a position to share your assessment in comparison to other candidates without disclosing information about other applicants.

Specifically candidates that have not been successful in the interview process, and do so wish, are welcome to contact the Executive Director for feedback via email on performance during the interview and test. ERRC believes that such feedback can assist candidates in improving their future interview performance.

- **Interviews**

If you are short-listed you will be invited to attend an interview with the recruitment panel of about 3 persons. These interviews are provisionally planned for **Tuesday 4 March 2008** in Budapest. The interview process including working on the test, etc. will take several hours. During the interview all candidates are asked the same basic set of questions through which we aim to allow you to expand on the information contained in the application form. Interviews will be held in English.

We also ask candidates to complete a number of practical exercises lasting for about 1,5 hours, which test for knowledge, abilities and skills included in the person specification. If you are invited for an interview please make sure that you have more time available than just the duration of the interview. With the invitation you will be provided with a detailed schedule of the interview and testing.

Travel costs for attending the interview will be reimbursed via bank transfer after receipt of your original tickets. Accommodation and local transport are also covered. You will be provided with a reimbursement form on the day of the interview.

- **References and job offer**

The interview panel will reach a preliminary decision based on the application forms, interview responses and test results. At this point, we would normally contact the references of the candidate who best meets the criteria set out in the job description and personal specification (normally by phone). We expect the candidates to include their last employer as one of their three referees. Providing these references are

satisfactory, we would then contact the selected person to offer her/him the post. If you have any concerns about this, please raise it with us at the interview.

We would offer the chosen candidate a contract along the immigration rules applicable in Hungary and Hungarian labour law.

An ideal candidate should be willing to make a commitment of more than two years in this post.

- **Feedback on advertising ERRC posts and recruitment**

Please help us improve our recruitment process. On the ERRC website, amongst the application documents, we are providing a feedback form on the transparency of the advertising and recruitment process at ERRC to learn from you what we can do better. We would appreciate receiving the completed form at judit.geller@errc.org, especially from short listed candidates. Thank you very much for your support in this regard.

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January 2008