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| Logo of the European Commission, 12 yellow stars on a blue background arranged in a circle and framed by two light grey graphic elements representing the Berlaymont building, which is the headquarter of the European Commission. | EUROPEAN COMMISSION |

VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

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| DG – Directorate – Unit | DG International Partnerships – Directorate F/Green Deal, Digital Agenda – Unit F5/Science, Technology, Innovation and Digitalisation |
| Post number in sysper: | 375384 |
| Contact person:  Provisional starting date:  Initial duration:  Place of secondment: | Miguel-Angel Exposito-Verdejo (miguel-angel.exposito-verdejo@ec.europa.eu)  1st quarter 2024  2 years  Brussels  Luxemburg  Other: Click or tap here to enter text. |
| Type of secondment |  |
| This vacancy notice is open to:    as well as  The following EFTA countries:  Iceland  Liechtenstein  Norway  Switzerland  The following third countries: ….  The following intergovernmental organisations: … | |
| Deadline for applications | Latest application date: 18-12-2023 |

**Entity Presentation (We are)**

The mission of the Directorate-General for International Partnerships (DG INTPA) is to contribute to sustainable development, the eradication of poverty, to peace and to the protection of human rights, through international partnerships that uphold and promote European values and interests.

DG INTPA F5 is a centre of expertise for cooperation in the fields of digitalisation and science, technology and innovation, whose mandate is to:

• contribute to the development of the Commission’s policies on digitalisation and science, technology and innovation, in particular their external dimension; ensure that cybersecurity is taken into account when designing digitalisation actions;

• provide expertise to increase partner countries’ capacities to strengthen digitalisation and scientific, technological and innovation ecosystems, including by supporting their policies and strategies;

• liaise with other Commission Directorates-General (such as JRC, RTD, CONNECT and DEFIS), EEAS, EU Member States and other stakeholders to ensure appropriate integration of the external dimension of internal policies and maximise coherence and synergies with cooperation policy and priorities;

• contributing to the coordination of the external dimension of the European Commission’s programmes playing a key role in digitalisation and data policies

• support the coordination of international cooperation on the EU space programme, including Copernicus, Galileo and EGNOS;

• be a contact point for relations with scientific, technological and innovation institutions (research universities, laboratories, innovation agencies) and DG INTPA’s interface for incoming research;

• support the Digital and Data Technology Project Team.

**Job Presentation (We propose)**

Under the guidance of the Head of Unit and the Deputy Head of Unit, to assist in policy and programme development, coordination, monitoring and reporting activities with a view to strengthening EU actions related to Digital Policy and Governance. As the Unit’s Digital/Education focal point, contribution to the design of strategies, tools and programmes contributing to Digital Policy and Governance, with additional attention to strengthening of Digital/Education/skills in EU development cooperation.

Contribution to sector analysis and the formulation of policies; the development of programming documents and implementing actions; quality support; thematic support, training and knowledge sharing; the monitoring of EU development cooperation; the management of actions; mainstreaming; communication and visibility.

The Officer supports dialogue and coordination with relevant stakeholders to ensure complementarities and joint approaches. The SNE will work under the supervision of an Administrator. Without prejudice to the principle of loyal cooperation between the national/ regional and European administrations, the SNE will not work on individual cases with implications with files he/she would have had to deal with in his/her national administration in the two years preceding its entry into the Commission, or directly adjacent cases. In no case, he/she shall represent the Commission in order to make commitments, financial or otherwise, or to negotiate on behalf of the Commission.

In addition to Digital/Education activities, the Officer will support a wide range of topics with the objective of harmonisation in partner countries with the EU's human centric Digital Policies, Democracy and Human Rights, inclusion of women and girls, digitalisation of public sector, the green deal-digitalisation nexus, global digital (&Internet) governance, and multi-stakeholder partnerships.

**Jobholder Profile (We look for)**

We look for someone with at least 3 years in international cooperation and external relations, with English as main working language and French language as as asset, whose functions and duties will be as follows:

TECHNICAL ANALYSIS and ADVICE

• Analyse trends and evolution of EU and other donors’ assistance and related sector policies and disseminate the results.

• Assess sector policies, cross-cutting issues and the most appropriate use of the various aid modalities and instruments available

• Identify best practices and lessons learnt from the past.

• Coordinate policy proposals with the EEAS, FPI, other DG’s, Member states and, where appropriate, with other donors, including with regard to existing or emerging global initiatives or to the external dimension of internal policies notably on Policy Coherence for Development (PCD).

• Assist where relevant geographic Directorates, the EEAS, Member states and, where appropriate, line DGs in the negotiation of agreements with developing countries directly impacting external assistance under the themes covered by the unit.

• Assist in the thematic and where appropriate geographic evaluations. Contribute to the definition and the setting up of new thematic financial instruments/programmes within the MFF.

TECHNICAL ANALYSIS and ADVICE

• Contribute to a better communication, information sharing and coordination (within EEAS and with EEAS, Delegations and where appropriate line DGs, with EU/MS and the Council) and improve visibility and understanding of EU development cooperation on sector related issues

• Contribute to the improvement of EU and other donor practices by promoting Aid effectiveness principles like the harmonisation, alignment and coordination and the division of labour and supporting the development and use of indicators assisting EU and other donors to account for results of overall development cooperation efforts.

• Where EU financial contribution is provided to global initiatives, participate to the decision making bodies and working groups set up for the management of those initiatives, in accordance, where appropriate, with arrangements agreed between donors on donor representation therein.

EVALUATION and QUALITY MANAGEMENT

• Operational guidelines and practical tools: develop and update sector based operational guidelines, including sector policy support programmes and related themes; participate to development of relevant indicators to measure effectiveness of development assistance; develop practical tools for operational guidance, in particular terms of reference for the different phases of the project cycle to be directly used by operational staff (delegation and HQ units).

• Analysis and feedback on sector related, topics: Review best practices including approaches, procedural matters and lessons learnt from the past.

• Sector and thematic training: advice on the preparation, programming content of training modules; participate in HQ, regional or in-country training courses and workshops organised for delegations and/or national participants (including their planning).

PROGRAM / PROCESS / PROJECT MANAGEMENT

• Draft thematic strategy papers, multi-annual and annual programming documents.

• Ensure appropriate coordination with geographic Directorates, other thematic units, line DG’s, Member states and, where appropriate, with other donors.

• Lead on the identification, formulation of specific actions to implement the programming documents.

• Draft the guidelines, publish and evaluate the global calls for proposals.

• Ensure implementation of the specific actions and related monitoring and evaluation.

**Eligibility criteria**

The secondment will be governed by the **Commission Decision C(2008) 6866** of 12/11/2008 laying down rules on the secondment to the Commission of national experts and national experts in professional training (SNE Decision).

Under the terms of the SNE Decision, you need to comply with the following eligibility criteria at **the starting date** of the secondment:

* Professional experience: at least three years of professional experience in administrative, legal, scientific, technical, advisory or supervisory functions which are equivalent to those of function group AD.
* Seniority: having worked for at least one full year (12 months) with your current employer on a permanent or contract basis.
* Employer: must be a national, regional or local administration or an intergovernmental public organisation (IGO); exceptionally and following a specific derogation, the Commission may accept applications where your employer is a public sector body (e.g., an agency or regulatory institute), university or independent research institute.
* Linguistic skills: thorough knowledge of one of the EU languages and a satisfactory knowledge of another EU language to the extent necessary for the performance of the duties. If you come from a third country, you must produce evidence of a thorough knowledge of the EU language necessary for the performance of his duties.

**Conditions of secondment**

During the full duration of your secondment, you must remain employed and remunerated by your employer and covered by your (national) social security system.

You shall exercise your duties within the Commission under the conditions as set out by aforementioned SNE Decision and be subject to the rules on confidentiality, loyalty and absence of conflict of interest as defined therein.

In case the position is published with allowances, these can only be granted when you fulfil the conditions provided for in Article 17 of the SNE decision.

Staff posted in a European Union Delegation are required to have a security clearance (up to SECRET UE/EU SECRET level according to [Commission Decision (EU, Euratom) 2015/444 of 13 March 2015](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32015D0444). It is up to you to launch the vetting procedure before getting the secondment confirmation.

**Submission of applications and selection procedure**

If you are interested, please follow the instructions given by your employer on how to apply.

The European Commission **only accepts applications which have been submitted through the Permanent Representation / Diplomatic Mission to the EU of your country, the EFTA Secretariat or through the channel(s) it has specifically agreed to**. Applications received directly from you or your employer will not be taken into consideration.

You should draft you CV in English, French or German using the **Europass CV format** ([[Create your Europass CV | Europass](https://europa.eu/europass/en/create-europass-cv)](http://europass.cedefop.europa.eu/en/documents/curriculum-vitae)). It must mention your nationality.

Please do not add any other documents(such as copy of passport, copy of degrees or certificate of professional experience, etc.). If necessary, these will be requested at a later stage.

**Processing of personal data**

The Commission will ensure that candidates’ personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council ([[1]](#footnote-1)). This applies in particular to the confidentiality and security of such data. Before applying, please read the attached privacy statement.

1. () Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39 [↑](#footnote-ref-1)