|  |  |
| --- | --- |
| 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

|  |  |
| --- | --- |
| DG – Directorate – Unit | COMM.B.2 |
| Post number in sysper: | 431814 |
| Contact person:  Provisional starting date:  Initial duration:  Place of secondment: | Laura SCHMIDT [laura.schmidt@ec.europa.eu](mailto:laura.schmidt@ec.europa.eu)  1st quarter 2024  3 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: 14-01-2024 |

**Entity Presentation (We are)**

We are a dynamic, professional and friendly unit of more than 20 communication professionals at the heart of the Commission’s corporate communication. The unit supports the corporate communication of the Commission in the area of interinstitutional relations as well as through corporate communication framework contracts and the Europe Direct Contact Centre. It also provides corporate support and advice to Commission services on the implementation of the communication and visibility rules under EU funding programmes.

The unit is the main supplier of contractual solutions for communication for the entire Commission, with more than 700 solutions every year. We prepare, publish and manage tailor-made, high budget communication framework contracts. We provide expertise on communication and advertising market solutions and assist other DGs in identifying innovative contractual solutions in line with their needs and corporate and political priorities. We also run the Commission-wide network for communication procurement practitioners in order to promote professionalisation in this area.

**Job Presentation (We propose)**

We have an exciting professional opportunity in our corporate contracts sector.

Under the steer of the Head of Sector, you will guide Directorates General on how to align their communication projects to the headline political priorities of the European Commission. Using your strategic thinking and communication expertise, you will help design, prepare and steer high profile communication actions and will help optimise corporate communication contracts.

You will work closely with different Commission services on preparing terms of reference for communication campaigns. Your guidance will be pragmatic and hands-on.

The successful candidate will also participate in communication networks at the European Commission to contribute to exchange of experience, and occasionally give presentations and prepare briefings on key aspects of contract activity and results.

You will contribute to quality control of communication contracts in order to ensure creativity, efficiency and value for money, and contribute to tender specifications with your knowledge on communication tools, techniques and/or quality control.

This assignment will provide you with a wide overview of the Commission’s activities in the area of communication. You will also finetune your understanding of EU political and policy priorities, related communication activities and the implementation of the EU budget in the area of corporate communication.

The contracts sector has a strong sense of camaraderie, purpose, and commitment. We apply the Commission Decision on flexible and hybrid working in a spirit of trust and with due focus on output, allowing balancing of personal and professional life in the interest of the service and maintaining a high degree of staff motivation.

**Jobholder Profile (We look for)**

The ideal candidate is a well-organised team player and a pragmatic, pro-active, solution- and service-oriented colleague with the ability to prioritise.

The ideal candidate possesses:

* Excellent organisational and analytical skills;
* The ability to work independently and to show flexibility with regard to changing tasks;
* A high degree of motivation, a sense of initiative, responsibility and strong team spirit;
* Enthusiasm for creating and delivering solutions for clients.

The following constitutes an advantage:

* Previous experience in corporate and/or interinstitutional communication, in particular campaigns;
* Previous experience in direct management and/or procurement of contracts;
* Previous experience implementing quality control tools or measures.

**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)