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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 | JUST–A-A2 |
| Post number in sysper: | 103818 |
| Contact person:  Provisional starting date:  Initial duration:  Place of secondment: | Andreas Stein – [andreas.stein@ec.europa.eu](mailto:andreas.stein@ec.europa.eu)  3rd 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 |  |

**Entity Presentation (We are)**

The Civil Justice unit promotes the creation of a genuine European area of justice in civil and commercial matters. We are in charge of European civil justice, both in the commercial and in the family law area, in particular dealing with the European regulations on jurisdiction, recognition and enforcement in civil and commercial matters and on applicable law.

**Job Presentation (We propose)**

The work of the expert will involve a variety of tasks such as supporting the control of the application of existing legislation by Member States' authorities, contributing to the preparation of new policies and initiatives and corresponding with citizens.

We offer an activity for an expert with broad interests and knowledge in the area of civil justice cooperation. Our field attracts a lot of policy attention as it serves the European citizens in their daily life. The tasks of the expert include:

• developing new policies and strategies relating to civil justice cooperation in the field of civil, commercial and the family law area ;

• following up of any new legislative proposals through the inter-institutional decision-making process;

• monitoring the correct application of the EU civil justice law acquis and responding proactively to implementation issues surrounding already adopted measures.

Furthermore, the expert will contribute to the unit's general work, by preparation of briefings, contributing to speeches, preparing replies to correspondence with citizens, to parliamentary questions, petitions and dealing with complaints and infringements. The expert will participate in internal meetings within the Commission, meetings of the European Judicial Network in civil and commercial matter, meetings in other European institutions concerning the work of the unit, as well as external meetings.

The SNE will work under the supervision of an administrator.

**Jobholder Profile (We look for)**

The expert should have a University Degree in Law.

The activity requires solid experience in a national administration, in the development of legislative and judicial policies in the fields concerned as well as in preparation of legislation. Experience in the European Judicial Network in civil and commercial matters, the negotiating process in civil and commercial law, either at EU level or in international fora such as the Hague Conference would be an asset. Excellent knowledge of European and international instruments in the field of private international law as well as of civil procedures at national level; knowledge and experience in relation to the digitalisation of justice would be an additional asset. Flexibility to work in all questions covered by the unit's policy area. Good drafting skills.

The expert should have excellent knowledge in English both orally and in writing. Good knowledge of French would be an asset.

**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)