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| **Post identification:**  (DG-DIR-UNIT) | | **TAXUD-A-2** | |
|  | **Directorate-General:** | **TAXATION AND CUSTOMS UNION** | |
|  | **Directorate:**  **Unit:** | **Customs (A)**  **Customs legislation (A2)** | |
|  | **Head of Unit:** | **Susanne Aigner** | |
|  | **Telephone:** | **+32 2 29 66795** | |
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|  | **Number of available posts:**  **Category:** | **1**  **Administrator (AD)** | |
|  | **Suggested taking up duty:**  **Suggested initial duration:** | **3rd quarter 2018[[1]](#footnote-1) (1st September 2018)**  **2 year(s)1** | |
|  | **Place of secondment:** | **X Brussels □ Luxembourg □ Other: ………..** | |
|  | **Specificities:** | **X With allowances □ COST-FREE** | |
| **This vacancy notice is also open to**  **□    the following EFTA countries :  □ Iceland □ Liechtenstein □ Norway □ Switzerland  □ EFTA-EEA In-Kind agreement  (Iceland, Liechtenstein, Norway) □    the following third countries: □    the following intergovernmental organisations:** | |
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| **1** | **Nature of the tasks:** | | |
|  | We are looking for a dynamic and engaging colleague who is interested in customs and economic matters, IT developments and in working in the sector dealing with 'Import and export formalities including simplifications and Special Procedures other than transit'. This is a very important sector that handles sensitive files with economic impact and requires fast and thorough appreciation of the political and economic aspects of the cases and questions submitted to DG TAXUD. The tasks may also imply the customs formalities related to e-commerce.  An important part of the work is connected with the preparation of about 6 Customs Expert Group meetings per year and the production of working documents for such meetings.  The same applies to a number of project group meetings related to the work of the sector. In this area the jobholder is usually dealing with problematic or sometimes politically sensitive cases. In order to avoid possible disputes with/between Member States or other Commission services he/she has to mediate compromise proposals.  Simplification and modernisation of customs rules is another part of the work. | | |
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| **2** | **Main qualifications:** | | |
|  | a) Eligibility criteria  The following eligibility criteria are to be fulfilled by the candidate in order to be seconded to the Commission. Consequently, the candidate who does not fulfil one of them will be automatically eliminated from the selection process.   * Professional experience : at least three years' experience in administrative, legal, scientific, technical, advisory or supervisory functions which can be regarded as equivalent to those of function groups AD; * Seniority : at least one year by your employer, that is having worked for an eligible employer (as described in Art. 1 of the SNE decision) on a permanent or contract basis for at least 12 months before the secondment; * 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.   b) Selection criteria  - Education:  - customs, legal, economic or financial type of diploma  - professional training or professional experience of an equivalent level  - Professional experience:  Sound professional experience regarding customs legislation and transit procedures in particular TIR.  - Language(s) necessary for the performance of duties:  A good working knowledge of English (both oral and written) is required. Knowledge of another EU language to the extent necessary for the performance of the duties would be an asset. | | |
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| **3** | **Submission of applications and selection procedure** | | |
|  | Candidates should send their application according to the **Europass CV format** (http://europass.cedefop.europa.eu/en/documents/curriculum-vitae) in English, French or German **only to the Permanent Representation / Diplomatic Mission to the EU of their country**, which will forward the applications to the competent services of the Commission within the deadline fixed by the latter. **Not respecting this procedure or deadlines will automatically invalidate the application.**  **Candidates are required not to add 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. | | |
|  | Candidates will be informed of the follow-up of their application by the unit concerned. | | |
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| **4** | **Conditions of the secondment** | | |
|  | 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). This decision is available on <http://ec.europa.eu/civil_service/job/sne/index_en.htm>.  The SNE will remain employed and remunerated by his/her employer during the secondment. He/she will equally remain covered by the national social security.  Unless for cost-free SNEs, allowances may be granted by the Commission to SNEs fulfilling the conditions provided for in Art. 17 of the SNE decision.  During the secondment, SNEs are subject to confidentiality, loyalty and absence of conflict of interest obligations, as provided for in Art. 6 and 7 of the SNE Decision.  If any document is inexact, incomplete or missing, the secondment may be cancelled. | | |

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| **5** | **Processing of personal data** |
|  | The selection, secondment and termination of the secondment of a national expert requires the Commission (the competent services of DG HR, DG BUDG, PMO and the DG concerned) to process personal data concerning the person to be seconded, under the responsibility of the Head of Unit of DG HR.B4. The data processing is subject to the SNE Decision as well as the Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.  Data is kept by the competent services for 10 years after the secondment (2 years for not selected or not seconded experts).  Data subjects may exercise their right of access to data concerning them and the right to rectify such data by applying to the controller, in accordance with Article 13 of the Regulation on the processing of personal data. The candidate may send complaints to the European Data Protection Supervisor [edps@edps.europa.eu](mailto:edps@edps.europa.eu).  To the attention of candidates from third countries: your personal data can be used for necessary checks. More information is available on <http://ec.europa.eu/dgs/personnel_administration/security_en.htm>. |
|  | Information on data protection for candidates to a JRC post is available on: <http://ec.europa.eu/dgs/jrc/index.cfm?id=6270>. |
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1. These mentions are given on an indicative basis only (Art.4 of the SNE Decision). [↑](#footnote-ref-1)