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**NOTICE OF VACANCY**

**SECONDED NATIONAL EXPERTS TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | | **COMM-B1** |
|  | **Directorate-General:**  **Directorate:**  **Unit:**  **Head of Unit:**  **Email address:**  **Telephone:** | **Communication**  **B - Representations**  **B.1 – Country Strategies and Capacity Building**  **Annegret ZILLER**  [**Annegret.Ziller@ec.europa.eu**](mailto:Annegret.Ziller@ec.europa.eu)  **+32 2 29 91822** |
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|  | **Number of available posts:**  **Category:** | **1**  **Administrator (AD)** |
|  | **Suggested taking up duty:**  **Suggested initial duration:** | **1st quarter 2019 [[1]](#footnote-1)**  **2 year(s)1** |
|  | **Place of secondment:** | 🗷 **Brussels □ Luxembourg □ Other: ………..** |
|  | **Specificities** | 🗷 **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:** | |
|  | DG Communication (DG COMM) is a corporate communication service under the responsibility of the President. We promote and support the political priorities of the European Commission and contribute to bringing Europe closer to citizens.  Directorate B – Representations is the Commission's single biggest Directorate. Most of our staff is spread across Europe in 28 Representations located in the capitals of the Member States and in 9 Regional Representations located in the bigger Member States. The Representations are the eyes, ears and voice of the Commission in Member States. At Headquarters, a central team comprising two units and 30 people steers the work of the Representations, acting as a hub for their activities, in liaison with other Commission services and EU institutions.  Unit COMM B.1 supports the sound, efficient and coherent functioning of the Commission's Representation in the Member States. The Unit is in charge of enhancing the performance of Representations and supports the Representations to deliver the best possible service to citizens, media, Governments, stakeholders and partners on one hand, and to the Members of the College and to DGs on the other. The unit supports, and works closely with, Representations in implementing the Commission political priorities and related communication actions. The unit is also responsible for ensuring that colleagues in the Representations have the best possible training to execute their tasks efficiently.  The seconded national expert will support the capacity building team, dealing with the following tasks:  - **Policy Coordination**: Contribution to the overall objectives of the unit and the drafting of notes for hierarchy  - **Organisation of seminars, workshops, meetings and video-conferences for staff in Representation**: Contributing to the conception and design of training events for staff in the Representations, taking into account political and communication priorities as well as training needs, organisation of seminars, meetings and video-conferences for the different job functions, preparation and drafting of briefing files, draft reports and minutes, ensure analysis, assessment and evaluation of the capacity building tools.  **- Learning, Professional Development and Internal communication**: Support and promote the activities of the Representations via different internal communication channels, develop learning paths and adequate training modules for staff on the basis of the job profiles and needs | |
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| **2** | **Main qualifications:** | |
|  | a) Eligibility criteria | |
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|  | 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. An SNE from a non-member country must produce evidence of a thorough knowledge of one EU language necessary for the performance of his duties. | |
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|  | b) Selection criteria | |
|  | Diploma:  - university degree or  - professional training or professional experience of an equivalent level  in the field(s): Communication, Training and professional development | |
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|  | Professional experience: Communication and/or Events organisation and/or  Learning and Professional Development | |
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|  | Language(s) necessary for the performance of duties:  English – very good level oral and in writing and good level of French | |
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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)