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| **Post identification:**  (DG-DIR-UNIT) | | **TAXUD-A-1** | |
|  | **Directorate general:** | **TAXATION & CUSTOMS UNION – TAXUD** | |
|  | **Directorate:**  **Unit:** | **A – Customs**  **A1 – Customs Policy** | |
|  | **Head of Unit:** | **Ilze Kuniga** | |
|  | **Telephone:** | **+32 2 29 80567** | |
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|  | **Number of available post:**  **Category** | **1**  **Administrator (AD)** | |
|  | **Suggested taking up duty:**  **Suggested initial duration:** | **2nd quarter 2019[[1]](#footnote-1)**  **2 year(s)1** | |
|  | **Place of secondment:** | **Bruxelles** | |
|  | **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:** | | |
|  | **Policy Officer**  Developing the Customs Union Performance as an essential part of the EU Customs Union Governance, and contributing to the management of the EU customs policy by using data evidence. This will imply the work with KPIs, analysis of business data, assessment and evaluation of the results of the Customs Union, liaise within in-house and with other Commission services, authorities present at the EU external border, Member States and trade representatives. Moreover, the job offers a general overview on customs policy developments, opportunity to contribute to the strategic development discussions, providing input to the High Level meetings such as the Customs Policy Group, HL meeting of the Directors Generals of Customs in the Council and similar events. Close contacts with the international organizations such as WCO, OECD and academia as well as to regularly follow developments in world trade, customs, business and economics are essential in this work. | | |
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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 official languages and a satisfactory knowledge of another EU official 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 Community 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) of economics/statistics/mathematics  - competences and skills:   1. practical knowledge of business and economic analysis as well as methods and tools thereof; 2. strong analytical mind and ability to capture gaps and needs, see potential impacts and conceive further development ideas; 3. good presentations skills; 4. ability to work in a team inside the Commission and with external stakeholders. | | |
|  | - professional experience: At least 3 years job-related experience – economic or business analysis, statistics, mathematics; in addition to that customs field would be an asset. | | |
|  | - language(s) necessary for the performance of duties: excellent knowledge of English (oral and written) is required to be able to work and draft required deliverables. Working knowledge of French and/or German would be very useful. Knowledge of other relevant languages 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/fr/documents/curriculum-vitae>) **only to the Permanent Representation** 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**](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. | | |
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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.B2. 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). If any document is inexact, incomplete or missing, the secondment may be cancelled.  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 provided on an indicative basis only (Art.4 of the SNE Decision). [↑](#footnote-ref-1)