

**NOTICE OF VACANCY**

**SECONDED NATIONAL EXPERTS TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | | **COMM-D-2** |
|  | **Directorate-General:**  **Directorate:**  **Unit:**  **Head of Unit:**  **Email address:**  **Telephone:** | **Communication**  **D - Resources**  **D.2 - Legal Advice, Security and Document Management**  **Mr Paavo MAKINEN**  [**Paavo.MAKINEN@ec.europa.eu**](mailto:Paavo.MAKINEN@ec.europa.eu)  **+32 2 29 86547** |
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|  | **Number of available posts:**  **Category:** | **1**  **Administrator (AD)** |
|  | **Suggested taking up duty:**  **Suggested initial duration:** | **3rd/4th quarter 2019 [[1]](#footnote-1)**  **1 year1** |
|  | **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:** | |
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|  | As part of a team within the Directorate General for Communication responsible for Infrastructure of the European Commission Representations in the Member States, we are looking for a national expert to reinforce and assist the Head of Sector Infrastructure in the coordination of projects with the different stakeholders involved (Commission Representations in the Member States, the Directorate-General of Communication at Brussels Headquarters, Office of Infrastructure Brussels, the Directorate General for Budget, the Legal Service, the European Parliament Liaison Offices in the Member States as well as European Parliament services in Brussels and Luxembourg).  This includes the preparation of policy briefings for the President/Commissioner, the Director-General and senior management on the progress of various real estate files (market prospections, lease renewals, specific works) as well as on the implementation of a challenging, innovative communication concept, the “Experience Europe,” in Brussels and – successively – in the Member States. Occasional procedural support for procurement operations related to the buildings of the Representations could be part of the task assignments. Under the supervision of an Official, the selected national expert will perform a variety of tasks including:   * To liaise with the different stakeholders within the Commission and the European Parliament to ensure up-to-date briefings and regular status updates for political level and senior management; * To contribute to the planning and drafting of administrative documents related to building management of and real estate procurement procedures for the Commission Representations’ buildings and infrastructures, in particular of award decisions and evaluation reports; * To contribute to the planning, coordination and drafting of documents required for the submission of building files to inter-service consultations and to the budget authority; * To handle multiple projects simultaneously; * To provide support to the Infrastructure team in Brussels to the Commission Representations, including missions on site, if needed. | |
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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) of Architecture/Engineering, Law, Economics, Business Administration or Political Sciences/European Affairs/Studies. Experience in real estate management would be an asset. | |
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|  | Professional experience: Coordination, drafting / speechwriting and some knowledge of project management. First-hand experience in Building Management (notably mid-sized public buildings), public procurement or project management certification would be an asset. | |
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|  | Language(s) necessary for the performance of duties: English is the main working language, so very good writing and oral skills in English are required; sufficient knowledge of French or German 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)