

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **BUDG-02** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Bernhard WINDISCH**  **[Bernhard.windisch@ec.europa.eu](mailto:Bernhard.windisch@ec.europa.eu)**  **+32 2 29 66247**  **1**  **1st quarter 2020 [[1]](#footnote-1)**  **2 years1**  **☒ Brussels □ Luxemburg □ Other: ……………..** |
|  | ☒**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:** | |

**1. Nature of the tasks**

We are a horizontal unit in DG BUDG, reporting directly to the Director-General, tasked with implementing and developing the Performance framework for the budget. The purpose of that framework is to increase transparency and accountability.

That work involves collecting and reporting performance data under the current Multi-Annual Financial Framework and improving the design of the performance framework in the context of the next Multi-Annual Financial Framework 2021-2027. Going forward, a greater focus will be put on assessing that performance data and monitor spending programmes in order to provide evidence-based support for budgetary allocation choices and defend those choices towards the budgetary authorities, namely the European parliament and the Council.

In our work, we coordinate and work together closely with different services in DG BUDG, with SG, JRC and other central services as well as policy DGs. We are also in close contact with other European institutions, in particular the European Court of Auditors.

The successful candidate will be part of a team tasked with reporting on the achievements and the performance of the EU budget. Moreover, the successful candidate will contribute to improving the assessment framework based on available empirical evidence. Ultimately, that assessment framework will allow making statements about the performance of specific EU spending programmes that can be used to defend budgetary proposals using empirical evidence.

The job entails close interaction with services within DG BUDG but also across a large part of Commission in the context of collecting data and contributions for the key performance reports as well as identifying focus areas for analysis, finding and organising the necessary empirical evidence and related data, designing and conducting the assessments and following up on the outcomes.

She/He will also be expected to contribute to the wider reporting and communication work of the unit and may be called upon to represent the Commission in various fora and coordinating working groups, under the supervision of an administrator.

**2. Main qualifications**

**a) Eligibility criteria**

The following eligibility criteria must be fulfilled by the candidate in order to be seconded to the Commission. Consequently, the candidate who does not fulfil all of these criteria will be automatically eliminated from the selection process.

• 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: candidates must have at least one year seniority with their employer, that means having worked for an eligible employer as described in Art. 1 of the SNE decision on a permanent or contract basis for at least one year 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. SNE from a third country must produce evidence of a thorough knowledge of one EU language necessary for the performance of his duties.

**b) Selection criteria**

Diploma

- university degree or

- professional training or professional experience of an equivalent level

in the field(s) :

Professional experience

* Solid background in budgetary planning,
* fundamental concepts of budgetary performance management
* ideally some experience with the performance framework of the EU budget.

We are looking for a proactive and enthusiastic colleague who enjoys working with numbers, empirical data and its interpretation, has experience in modelling and is looking for a challenging but very rewarding job in developing new functional competencies within DG BUDG.

In addition to the required numerical skills, the ideal candidate would have a high sense of responsibility, discretion and diplomacy as well as good organisational and interpersonal skills. A service-minded approach and good communication and drafting skills are important.

Language(s) necessary for the performance of duties

Very good command of French and English.

**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 it to the competent services of the Commission within the deadline fixed by the latter.The CV must mention the date of birth and the nationality of the candidate. **Not respecting this procedure or deadlines will automatically invalidate the application.**

Candidates are asked not to 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.

Candidates will be informed of the follow-up of their application by the unit concerned.

**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).

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 system.

Unless for cost-free SNE, allowances may be granted by the Commission to SNE fulfilling the conditions provided for in Art. 17 of the SNE decision.

During the secondment, SNE 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 application may be cancelled.

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, OJ L 72, 17.03.2015, p. 53).

The selected candidate has the obligation to launch the vetting procedure before getting the secondment confirmation.

**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.DDG.B4. The data processing is subject to the SNE Decision as well as the Regulation (EU) 2018/1725.

Data is kept by the competent services for 10 years after the secondment (2 years for not selected or not seconded experts).

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given below.

**Contact information**

* **The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, HR.DDG.B.4, [HR-MAIL-B4@ec.europa.eu](mailto:HR-MAIL-B4@ec.europa.eu).

* **The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

* **The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

To the attention of candidates from third countries: your personal data can be used for necessary checks.

1. These mentions are given on an indicative basis only (Art.4 of the SNE Decision). [↑](#footnote-ref-1)