

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

|  |  |
| --- | --- |
| **Post identification:**  (DG-DIR-UNIT) | **COMM-A-1** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Ms Dana MANESCU**  [**Dana.MANESCU@ec.europa.eu**](mailto:Dana.MANESCU@ec.europa.eu)  **+ 32 2 29 54459**  **2**  **2nd / 3rd quarter 2020 [[1]](#footnote-1)**  **1year1**  ☒ **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**

As responsible for the definition, implementation and continuously updating of the Commission's social media strategy, COMM.A.1 Social media and visual communication unit is looking for a national expert to act as content manager for social media.

We propose a post in a dynamic team and work environment. The team of about 30 members is high performing, working with strict campaign calendars and having to adapt to external unforeseen events where the efficient co-operation, team spirit and good communication skills are necessary. We offer a good working atmosphere, space for initiatives, as well as a modern office: brand-new, tailored-made open space on the 4th floor of the rue de la Loi 56 building, with screen and creativity walls, facilitating the constant flow of information.

The job entails working on social media content strategies (proactive and reactive), editorial planning, strategies for publication and engagement with the audiences.

The job requires very high political sensitivity, the ability to explain complex topics in simple language, conceive messaging lines for a variety of platforms (from Facebook and Twitter up to Smarp, for employee advocacy) and develop narratives and social media lines to counter and prevent disinformation.

The job offers the opportunity to use and/or develop copywriting and visual communication skills by taking on tasks such as preparing long-term narratives and social media messaging, creating and managing content (from proactive communication and using trends to draw attention to the Commission’s work, through social media replies, up until lines to take to fight disinformation and “inoculate” various social media audiences against disinformation).

You will help coordinate the social media outreach of the Commission; this work requires frequent contacts with the Spokesperson’s Service and the Cabinet.

**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) : communication and core principle of online communication.

Professional experience

The candidate should have 5+ years of recent experience in communication and 3+ years' experience in content creation. S/he has planned, coordinated and executed social media work on many different social media platforms including the following: Twitter, Facebook, Instagram, Linkedin and Youtube.

The successful candidate knows how to use social media monitoring tools (Brandwatch, Socialbakers, or similar) or the insights provided directly by the social media platforms to gather data that informs communication and engagement decisions.

Experience in visual communication, message adaptation and targeting is a pre-requisite.

Experience with social media marketing (paid advertising strategies and techniques), in social media training/coaching or in using technology to detect and fight disinformation will be seen as a great advantage.

The candidate should have the following skills /abilities and knowledge:

- Conceptualisation and excellent drafting skills (texts for internal and external use)

- Ability to prioritize and organize effectively and manage multiple projects and assignments

- Good coordination skills

- Ability to work independently but also as part of a team

- Excellent organizational skills

- Strong sense of initiative combined with reliability and responsibility

- Diplomatic communication skills

- Excellent computer skills

- Given the confidentiality of some files, sensitivity and discretion are essential.

Language(s) necessary for the performance of duties

Excellent English and good French, both oral and written.

**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)