

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **AGRI-H-2** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **C. BERTRAND**  [**Christophe.Bertrand@ec.europa.eu**](mailto:Christophe.Bertrand@ec.europa.eu)  **+32 2 29 99 524**  1  **3rd 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**

Unit H.2 is responsible for the audit of market expenditure, managed and controlled by the Member States. The objective is to provide the Commission with reasonable assurance that expenditure declared by paying agencies on behalf of the European Agricultural Funds has been incurred in compliance with EU rules. To meet this objective, compliance enquiries are carried out by way of on-the-spot audits and subsequent bilateral exchanges. The amount of expenditure concerned is around 2.5 billion EUR per year. The Unit's other important main tasks include promoting effective and efficient control systems, assessment of regulatory proposals and assistance to Member States to provide correct interpretation and implementation, and inter-service and inter-institutional exchanges on questions where the unit is competent.

We are looking for an experienced colleague to join our intervention team. Therefore, experience with managing and/or controlling market intervention measures (ex-post scrutiny, promotion measures, exceptional measures, school milk, public and private storage), would be particularly appreciated.

The job involves assisting in the performance of audits in Member States in order to evaluate the systems established by the MS authorities. The work includes preparation and carry out of audit missions in Member States, drafting audit reports and further follow-up of the file in the context of the clearance of accounts procedure. The objectives are to gain assurance that Member States have put in place effective control systems complying with regulatory requirements, to make recommendations for improvement and to provide timely follow-up under the clearance of accounts procedure.

The number of audit missions to Member States is around 6 per year. Missions are generally of one week duration and often require leaving on Sunday.

The job requires sound analytical skills and proven ability to conduct audits and to ensure timely and correct follow-up. Knowledge of the Common Agricultural Policy and other EU shared management policies or comparable policies would be a distinct asset.

**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) : economics, law, agronomy, business administration.

Professional experience

The applicants should be able to assist in the performance of audits and ensure timely and correct follow-up, and also be able to collaborate to defend their positions in meetings with the hierarchy, Member States and various other boards and Institutions. They will preferably have an audit background or similar relevant experience. Knowledge of the CAP and rural development policy would also be an advantage.

The job requires sound analytical skills, excellent team spirit but is also capacity to work independently.

Language(s) necessary for the performance of duties

Very good communication skills and drafting abilities in English. Knowledge of other EU languages would be an advantage.

**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)