

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **TRADE-D-1\_DEL WASHINGTON** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Tomas Baert**  [**Tomas.baert@eeas.europa.eu**](mailto:Tomas.baert@eeas.europa.eu)  **+1 (202) 862 9525**  **1**  **1st quarter 2021 [[1]](#footnote-1)**  **2 years1**  □ **Brussels** □ **Luxemburg** ⌧ **Other: Washington DC** |
|  | □**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**

Under the authority of the Head of Delegation and the guidance of Head of the Trade and Agriculture Section, the *Seconded National Expert (SNE)* will support the work of the Delegation of the European Union to the USA in the area of transatlantic trade.

Functions and Duties:

**Policy analysis and monitoring:**

Monitor and report on legislative, regulatory, political and other public policy developments in the United States that could affect EU commercial interests, notably:

* Regulatory policies in industrial sectors such as chemicals, pharmaceuticals, medical devices and cosmetics;
* Market access barriers and Technical Barriers to Trade, including trade restrictive practices at State level;
* Standard-setting & conformity assessment and cooperation with European Standard setting Organisations;
* Broader economic issues related to trade policy; and
* Developments in the bilateral relationships between the USA and select third countries.

**Policy coordination:**

Coordinate policy work in the following areas:

* Bilateral EU-US economic and trade dialogues;
* Economic diplomacy and market access priorities;
* Contacts with US civil society and public interests groups; and
* Trade data: maintain and update trade statistics on EU-US trade and investments, US trade statistics and perform occasional descriptive analyses.

**Public speaking and outreach:**

* Explain and promote EU policy priorities in the United States, through engagement with the U.S. Administration, with congressional staff, with EU Member State Embassies, and with the broader trade economic and public policy community. The latter includes business associations, think tanks, academia, non-business stakeholders, and other relevant interest groups.
* Organize visits of Commission officials visiting Washington and exceptionally other parts of the USA, including arranging meetings, accompanying officials to meetings, and preparing briefings and reports as necessary.
* Contribute to briefings for the Head of Delegation for meetings and speeches in Washington and beyond.
* Assist some colleagues in the Section as back up in case of absence, and other work miscellaneous assignments requested by the Head of Section.

The SNE will work under the supervision of an administrator. Without prejudice to the principle of loyal cooperation between the national/regional and European administrations, the SNE will not work on individual cases with implications with files he/she would have had to deal with in his/her national administration in the two years preceding its entry into the Commission, or directly adjacent cases. In no case he/she shall represent the Commission in order to make commitments, financial or otherwise, or to negotiate on behalf of the Commission.

**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) : law, political science, economics or business administration.

Professional experience

• Experience with policy analysis, reporting and coordination of at least 5 years of which at least 3 years in the area of trade policy;

• Knowledge of EU institutions, EU decision making and EU external action;

• Knowledge of EU external policies with regard to the United States and the North American market;

• Professional experience in a country different from the home country is a plus.

Communication skills

Excellent ability to understand and be understood, to communicate in meetings; capacity to absorb and structure large amounts of detailed information and to write lucidly on events/developments in short timeframes in an international diplomatic and multilingual.

Intellectual skills

• Rapid grasp of problems and capacity to identify issues and solutions.

• Proven record of analysis of economic and political implications of policy developments as well as drafting and reporting skills. ;

• Capacity to analyse and structure information including trade statistics;

Personal qualities

We are looking for a dynamic team player with a sense of initiative that is able to work autonomously and in close cooperation with colleagues with diverse backgrounds.

Language(s) necessary for the performance of duties

Fluency (writing, reading and speaking) in English is required. Basic knowledge of French is useful.

**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)