

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **NEAR-A-3** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Mathieu Bousquet**  [**Mathieu.Bousquet@ec.europa.eu**](mailto:Mathieu.Bousquet@ec.europa.eu)  **+32 229-80861**  **1**  **2nd quarter 2022 [[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**

The Seconded National Expert (SNE) will join the Directorate-General for Neighbourhood and Enlargement Negotiations (DG NEAR) in the thematic Unit A3 “Thematic Support – An economy that works for people, green, digital and connected”.

Unit A3 is responsible for the coordination and provision of thematic expertise and support to all geographical and horizontal Units in DG NEAR in the areas of economic development (macroeconomics, trade, competitiveness, private sector development, and human development), and connectivity (energy, transport and digital) as well as environment and climate action.

The Unit is responsible for the design of the DG policies based on evidence and for providing advice on the identification, formulation and implementation of programming of bilateral, regional or thematic financial assistance. The Unit also acts as focal point in the DG in the areas of its competence, representing the DG at relevant Inter-service Groups and meetings & events.

The Unit facilitates collective intelligence, provides support to colleagues in geographical Units and Delegations, ensures cross-fertilization between the different regions and provides services for DG NEAR as a whole, notably quality support and external representation.

The Seconded National Expert will contribute to the management of knowledge and information in the field of economic and social development, connectivity, digital, climate and environment to influence and add value to policies and programming for the NEAR region.

Under the supervision of the Head of Unit, the nature of the task of the SNE would include the following objectives:

• Contribute to the design of DG NEAR policies, working with line DGs on thematic issues, supporting policy dialogue (economic reform programme, green deal, digital transformation);

• Engaging with EU Delegations in DG NEAR countries about EU policies and their impact in NEAR region;

• Support the design and development of assistance programmes and enhanced policy dialogue in the sector of economic and social development, connectivity, environment and climate action;

• Support DG NEAR knowledge management concerning economic development, connectivity, environment and climate action, coordinating DG NEAR needs for expertise and the optimal use of Technical Facilities, supporting the development of specific training, and organizing network of focal points to exchange best practices;

• Contribute to the development and implementation of specific initiatives for DG NEAR including for example: climate and biodiversity tracking, green bond initiative, youth guarantee, Impact investment framework, strategic foresight, digital transformation, Private sector engagement and EdTech

The specific profile and background of the selected SNE will determine which specific areas of the unit the SNE will work on.

**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) : economic development (private sector development, and human capital development), connectivity (including energy, transport and digital) or environment and climate action.

Professional experience

The SNE should be a highly motivated civil servant with a professional experience that demonstrates:

• Strong analytical skills

• Capacity to develop and implement strategies in the sector economic development, connectivity or environment.

• Excellent oral and written communication skills

• Sound judgement and proven capacity to think politically and strategically in a geopolitical sensitive environment

• Strong knowledge of EU policies

• Working experience on one of the following areas (1) private sector development, (2) social development, (3) digital, (4) environment

• Good knowledge and experience of EU external relations in particular work with NEAR countries

Language(s) necessary for the performance of duties

Excellent, clear and synthetic written and oral skills in English is required for the position. Knowledge of French would also be an asset.

**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)