

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

|  |  |
| --- | --- |
| **Post identification:**  (DG-DIR-UNIT) | **TRADE-E-1 – Del. Georgia** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Ignacio Iruarrizaga**  [**Ignacio.Iruarrizaga@ec.europa.eu**](mailto:Ignacio.Iruarrizaga@ec.europa.eu)  **+32 2 295 28 63**  **1**  **3rd quarter 2022 [[1]](#footnote-1)**  **2 years1**  □ **Brussels** □ **Luxemburg ☒** **Other: Tbilissi** |
|  | **☒  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 E1 in DG TRADE is responsible for trade relations with Europe and Eastern Neighbourhood countries. This entails the management of the bilateral trade relations, conducting negotiations and ensuring the implementation of trade agreements and the enforcement of the international trade commitments of our partners. We also work in the identification, analysis and pursuit of specific bilateral trade problems; as well as in ensuring that other EU policies, such as trade-related cooperation and the work of other Directorates-General as well as the EEAS in relation to the listed countries are coherent and mutually complementary, and supportive of the EU trade policy. The unit is composed of 14 staff members in headquarters and 12 staff members in the Trade sections in the EU Delegations in the regions covered.

We are looking for a dynamic, flexible and motivated candidate, able to work effectively with others, as well as in an autonomous manner to join the team with base in the EU Delegation in Tbilisi.

The successful candidate will:

• advise and report to Head of Delegation, Head of Section and HQ on trade and economic matters, with a view to facilitating the implementation of the EU-Georgia DCFTA in Georgia (including trade aspects of Abkhazia and South Ossetia)

• coordinate the EU contribution to improving the EU-Georgia trade environment for the EU and Georgian economic operators, especially SMEs

• coordinate with Unit E1 in DG Trade HQ and implement the DEL activities on trade issues under the supervision of the Head of Operations Section, under the overall direction of the Head of Delegation

• Coordinate the monitoring of the DCFTA implementation and compliance by Georgia and report to Headquarters (DG Trade and other relevant Commission directorates) about the progress, including on approximation to the EU acquis and related legislative developments of Georgia.

He/she should have the capacity to assure quality, speed and accuracy in performing a diversity of tasks in a complex, multicultural environment; - Outstanding ability to communicate, orally and in writing, information and ideas clearly, concisely, diplomatically and to judge the impact of decisions; - Aptitude for dialogue, capacity to establish and maintain a wide range of contacts; - Good team-working skills.

**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, economics or political sciences.

Professional experience

Sound experience in EU trade and economic policies;

Specific policies relevant to the issues covered by the section;

Preparation of negotiations on trade and economic matters;

Reporting and analysis of trade and economic subjects.

Language(s) necessary for the performance of duties

Thorough knowledge (capacity to write and speak) in English is required and necessary to work with the Commission HQ. Knowledge of the (official/working) language of the host country (or of the region) is an advantage but not a necessity.

**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)