

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **INTPA-D-1** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Fiona RAMSEY**  [**Fiona.RAMSEY@ec.europa.eu**](mailto:Fiona.RAMSEY@ec.europa.eu)  **+32 229-93524**  **1**  **3rd 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**

Unit INTPA.D.1 is the centre of gravity for Team Europe policy and the Effectiveness agenda. It is the main inter-face entity on these issues with other Commission services, the EEAS and Member States and numerous international partners. In particular, the unit coordinates (1) a capitals-based Team Europe (Managing regular EU Director-Generals meeting; establishing a network/informal expert group on Team Europe; dialogue with Member States (MS) capitals), (2) a Brussels-based Team Europe (reporting on Team Europe including elements of ODA reporting and monitoring; closer relations and leading policy discussions with European networks of MS agencies and financing institutions, such as Practitioners’ Network and European Development Finance Institutions (EDFI), and EIB and EBRD; (3) and a partner country level Team Europe (support in designing Team Europe Initiatives; offering support to accelerate Team Europe responses via joint programming, joint implementation and joint reporting; developing the Team Europe country tracker; promoting the use of MS public expertise including through Twinning and TAIEX; organising Team Europe joint missions to partner countries). As (4) centre of expertise for development effectiveness (transparency; ownership; inclusiveness; results) and its implementation by the EU and MS it promotes aid transparency within the Commission, with MS and globally, ensuring that the EU is a visible leader on transparency (OECD, IATI, Publish What You Fund, EU Aid Explorer) and it supports EU policy coherence.

The secondee will contribute to the work of Unit INTPA.D.1 on aid and development effectiveness in general and more specifically on the implementation, monitoring and reporting of Team Europe Initiatives.

This will be a policy-orientated role, with a high degree of strategic thinking and liaison with a wide group of stakeholders needed. It includes work at EU and international level:

(1) within the Commission, European Institutions and Member States and their respective agencies and financing institutions, including promoting development effectiveness in Team Europe Initiatives, in joint programming and joint implementation,

(2) in international fora including the Global Partnership for Effective Development Cooperation (GPEDC), the OECD and the UN.

**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; EU studies and politics (general).

Professional experience

Very good knowledge of development policy and in particular of EU policies as well as relevant experience in development co-operation required. Experience of contributing to policy and strategy formulation is essential. A very good grasp of international relations and multilateral institutions and processes would be a definite asset. He/she should be able to integrate well into a team handling a number of important initiatives at the multilateral and EU level, working closely with senior management, other Commission DGs and the EEAS and should tackle his/her work with enthusiasm. He/she will be prepared to take the initiative as required and be able to work well under pressure.

Language(s) necessary for the performance of duties

Excellent command of English (both written and spoken); knowledge of French or other EU official languages would be considered 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-B1@ec.europa.eu](mailto:HR-MAIL-B1@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)