

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **SANTE-B-4** |
| **Acting Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Filip Borkowski**  [**filip.borkowski@ec.europa.eu**](mailto:filip.borkowski@ec.europa.eu)  **2**  **1st quarter 2023 [[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**

We are looking for two national experts to work in the area of public health policy development and implementation at DG SANTE, Unit B4.

Within the Directorate for Public Health, Cancer and Health Security Unit B4 is responsible for policy concerning disease prevention and health promotion, including tobacco-control policy aiming at protecting European citizens from the negative health effects of tobacco and related products.

In particular, Unit B4:

- contributes to policy work in the area of health promotion, disease prevention and management of non-communicable diseases, and if needed, more broadly on public health. In particular, this work strand includes running the strategic group (Steering Group on Promotion and Prevention) of Member States, EU services and the European Investment Bank that prioritizes actions on public health.;

- implements the projects funded under the EU4Health programme in the context of the actions of the unit;

- develops and monitors EU policy and law in the area of tobacco control. This includes tobacco product and e-cigarette regulation, traceability of tobacco products, advertising restrictions for tobacco and related products, smoke-free environments legislation, and international aspects of tobacco control;

- works with other SANTE units and Commission services and EU agencies in areas such as tobacco taxation, tobacco growing, information campaigns, international trade and illicit trade of tobacco as well more broadly on health promotion, disease prevention and management of non-communicable diseases, vaccination policies as well as HIV/AIDS, tuberculosis and hepatitis;

The nature of tasks will include:

- Supporting the overall policy work in the area of health promotion, disease prevention and management of non-communicable diseases, HIV/AIDS, tuberculosis, hepatitis and vaccination and if needed, more broadly on public health

- Drafting and preparing documents (policy documents, reports, briefing documents for meetings of the hierarchy, notes of meetings)

- Contributing and supporting the unit as well as the team and its leader when developing activities and work of the Commission expert group

- Preparing for and following the implementation of projects funded under the EU4Health program in the context of the actions of the unit

- Collaborating with other Commission services, agencies, relevant international organizations and stakeholders under the supervision of the team leader

- Contributing to the work and actions of the directorate

- Contributing to implementation, enforcement and evaluation of the Tobacco Products Directive (2014/40//EU) and the Tobacco Advertising Directive (2003/33/EU), as well as being involved in other related areas of tobacco control under the supervision of the team leader

- Contributing to policy and legislative documents and take them through the inter-service and inter-institutional processes as well as relating to other Commission services on tobacco-control files under the supervision of the team leader

The national experts will be supervised by the team leader and Head/Deputy Head of Unit, and they will not represent 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) : legislation, economics, public health, medicine, mental health, health research, health promotion and disease prevention, including health and social determinants.

Professional experience

We would welcome applicants who have experience (at least three years) in policy development and implementation in the field of public health, especially on health promotion and disease prevention, for example on tobacco-control. It would be an asset if the applicants would have experience in working at the EU level and/or internationally. Also, they should be able to communicate well both orally and in writing in English. Experience in drafting documents in English is an asset.

As we are looking for a team player, the applicants should be able to demonstrate their experience and results in working in teams.

Language(s) necessary for the performance of duties

English. French and/or German is 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.B.1. 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 7 years after the secondment (2 years for not selected 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, Unit HR.B.1, [HR-B1-DPR@ec.europa.eu](mailto:HR-B1-DPR@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 security checks.

1. These mentions are given on an indicative basis only (Art.4 of the SNE Decision). [↑](#footnote-ref-1)