

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**(DG-DIR-UNIT) | **JUST-01** |
| **Head of Unit:****Email address:****Telephone:****Number of available posts:****Suggested taking up duty:****Suggested initial duration:****Place of secondment:** | **Giles GOODALL****Giles.goodall@ec.europa.eu****+32 2 298 48 86****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**

We are DG Justice and Consumers’ communication and strategic planning unit, working directly for the Director-General on all policies in the broad DG JUST portfolio, ranging from justice and fundamental rights to equality and consumer rights. Our team works together with all units in the DG, as well as with both Cabinets in the DG JUST portfolio (Justice Commissioner and Equality Commissioner).

The Strategic Planning sector is responsible for coordinating the DG JUST’s contribution to the Commission work programme and strategic planning and programming cycle, as well as coordination of horizontal legal matters for the DG, ranging from infringements and complaints to access to documents.

We propose an interesting and varied position for a legal and planning officer in our strategic planning sector. This is a visible and strategic role in the DG with frequent contacts with senior management as well as working closely with our Cabinets and the Secretariat-General, as well as DG JUST colleagues. DG JUST portfolio covers important, high-profile and sensitive cases, very close to European citizens and businesses. The core task will be to provide advice on horizontal legal issues to the units in DG Justice and Consumers, on matters ranging from access to documents and comitology to infringements and complaints handling. Being part of the strategic planning team, the successful candidate will also coordinate DG JUST strategic planning processes and documents, including DG JUST Annual Management Plan, Annual Activity Report, and General Report of the European Commission; supporting units in better regulation processes, including advice on steps relating to public consultation.

**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.

Professional experience

The candidate should have a legal background, experience of legal matters, coordination and/or strategic planning processes, good drafting skills, and an interest in working across the diversity of justice and consumer policies at a horizontal level. Knowledge of DG JUST policies would be an advantage.

The successful candidate should have strong coordination skills and be able to interact with units and directorates at different levels of hierarchy as well as with other services of the Commission. The successful candidate will have regular contacts with colleagues in the operational units and the Secretariat-General and you should therefore have excellent communication and inter-personal skills.

 The successful candidate is also expected to contribute to the developing of the enforcement policy in the justice and consumers area. It is therefore essential for the successful candidate to have a high sense of initiative, responsibility and sound judgement, as well as very strong organisational skills.

Language(s) necessary for the performance of duties

Fluency in English is essential; the ability to work in other languages, especially French, would be an advantage.

**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.

* **The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer (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) 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)