

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **RTD-F-2** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Ms Nienke BUISMAN**  [**Nienke.Buisman@ec.europa.eu**](mailto:Nienke.Buisman@ec.europa.eu)  **+32 229 98927**  **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**

Directorate F 'Global Approach & International Cooperation in R&I' leads on international cooperation within DG R&I. It contributes to delivering on the Commission’s priority for a Stronger Europe in the world. It supports the achievement of a strategic and balanced international cooperation in R&I based on mutual benefit, EU interests and values, reciprocity and international commitments, in line with the Global Approach for Research and Innovation. Furthermore, the Directorate facilitates access to the world's best talents, expertise and resources, enables international joint R&I action and coordination in tackling global societal challenges and overcomes barriers to entry to global value chains and foreign markets, and contributes to trust-building in EU external relations.

Unit F2 functions as the DG competence centre for country and region analysis and elaborates, in co-creation with the relevant services, policy and strategy options for international cooperation activities with relevant countries and regions in Asia, Africa and the Middle East. It manages the relationships with the third countries and regions under its remit in the area of R&I policy, including in supporting the process of association of new comers to EU Framework Programme.

The Unit also functions as the coherence hub for R&I international cooperation strategy towards other Commission services such as DG INTPA, DG NEAR and the European External Action Service and promotes the coherence of EU policy/strategy with Member States’ international cooperation policies and activities as well as synergies with other EU policies, in particular external policies.

As a member of our Team (~ 15 people and 6 science counsellors and their teams based in the relevant EU Delegations), the SNE’s work would be to contribute to ensuring the overall policy coherence and adequate information exchange with the ERA standing subgroup on the Global Approach to R&I by performing the following tasks:

* To support the secretariat of the ERA standing subgroup on the Global Approach and the co-chairs of this group
* Prepare and follow-up of all the meetings of the ERA standing subgroup on the Global Approach, which entails content related and more administrative tasks and brief the hierarchy
* Participation in and reporting on meetings of the ERA standing subgroup on the Global Approach
* Exchanges within DG R&I, other the DGs and institutions concerned (eg. the Council, the European External Action Service, DG INTPA)
* Ensure the interface between the ERA standing subgroup on the Global Approach to R&I and the ERA Forum.

**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) : policy development, policy monitoring, science and research.

Professional experience

The candidate should have at least 5 years of professional experience in a domain relevant to the mission and activities of the Unit (Policy development, Policy monitoring, Science and Research).

Language(s) necessary for the performance of duties

The candidate should have excellent oral and written communication skills in English (C1); Good command of French and/or German (B1) would also be positively evaluated, but not mandatory.

**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)