

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **HOME-B-2** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Tom SNELS**  [**tom.snels@ec.europa.eu**](mailto:tom.snels@ec.europa.eu)  **+32 2 29 64058**  **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 HOME.B.2 Schengen Governance leads on the work underpinning the governance of the Schengen area, protecting the application of the Schengen acquis, and promoting its further development. ‘Schengen’ is one of the biggest achievements of European integration, which lies at the heart of the area of freedom, security and justice without internal frontiers.

In particular, the Unit gives strategic and operational steer to the Schengen evaluation and monitoring mechanism, which verifies the application of the Schengen acquis and ensures effective implementation of the actions to remedy the deficiencies identified in all Member States and Schengen associated countries. This mechanism covers among others the areas of European external borders, visa policy, the Schengen Information System, data protection, police cooperation, as well as the absence of border control at internal borders.

In addition, the Unit is responsible for the annual report of the state of the Schengen area, which is a new key Commission deliverable reinforcing the political governance of the Schengen area. The report, underpinned by a scoreboard, presents a strategic and integrated assessment of the implementation of the Schengen acquis and the Schengen area, thematic and country-specific priorities ahead. The report is presented to the European Parliament and the Council in the Schengen Forum, and political follow-up is ensured through the ‘Schengen Council’

The Seconded National Expert will be responsible to define, implement and co-ordinate policy, legislative and operational developments regarding the governance of the Schengen area, and in particular the application of the Schengen Evaluation Mechanism.

The Seconded National Expert will work under the supervision of an administrator. Without prejudice to the principle of loyal cooperation between the national/regional and European administrations, the Seconded National Expert will not work on individual cases with implications with files he/she would have had to deal with in his/her national administration in the two years preceding its entry into the Commission, or directly adjacent cases. The Seconded National Expert shall not represent the Commission in order to make commitments, financial or otherwise, or to negotiate on behalf of the Commission.

The Seconded National Expert will coordinate the preparation of Schengen evaluations for a number of Member States and participate as Commission expert in Schengen evaluation missions. The Seconded National Expert will liaise with other policy units and the authorities of the Member State concerned. The Seconded National Expert will also contribute to the preparation, adoption and follow-up of the specific Schengen evaluation report, including support to prepare and adopt the relevant recommendations and support to presentations at the Schengen Committee meetings and the Council of the European Union.

The Seconded National Expert will contribute to the development of the Schengen Evaluation training programme as well as to the development of the Scheval Work Programme. The Seconded National Expert will, under the supervision of a Commission official, also assess the relevant HOME-funds national programmes of the Member States and related EMAS applications. The Seconded National Expert will also be the correspondent for data protection evaluations with DG JUST.

More broadly, under the supervision of a Commission official, the SNE’s duties include:

* POLICY DEVELOPMENT- contribute to the development of the policies of the Directorate-General and the Commission in the fields mentioned above, to the definition of political objectives and priorities and to internal planning and programming in the Unit, follow policy developments in the field mentioned above, contribute to the evaluation/definition of the implementation of the Schengen acquis and monitor and/or launch studies commissioned by DG HOME or other Directorates-General of the Commission;
* LEGISLATIVE WORK - contribute to the elaboration and development of legislation in the field mentioned above, including the implementation of the new Schengen Evaluation Mechanism Regulation, and contribute to monitoring the proper transposition and implementation of legislation regarding the field mentioned above, and handle complaints and other correspondence from citizens;
* POLICY COORDINATION - work actively towards better internal co-ordination and co-operation inside the Unit, the Directorate-General and between Commission departments in the above-mentioned fields, and coordinate activities of the Unit with Cabinets and with other departments;
* INTER-SERVICE COORDINATION and CONSULTATION - prepare, conduct and respond to inter-service consultations on all relevant aspects of the above mentioned Commission work; co-ordinate and monitor such activities with the Units of the Directorate-General;
* REPRESENTATION, NEGOTIATION and PARTICIPATION - support the representation of the Commission at the European Parliament’s Committee meetings, Council working parties, the Committee of the Regions and European Economic and Social Committee; organise meetings with Member States, and draft answers to oral and written questions and petitions of Member of Parliament as well as to the European Ombudsman's investigations; and
* EXTERNAL COMMUNICATION (general) - give presentations and lectures at seminars and workshops in the above-mentioned field.

**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) : political science, law or public administration; border management, police cooperation, visa, return.

Professional experience

At least 5 years of professional experience. Prior training in and experience with Schengen evaluations will be an important asset.

Excellent knowledge of the EU Schengen acquis and its legal bases.

Sound knowledge of internal Commission adoption procedures and the EU interinstitutional framework is also required.

Language(s) necessary for the performance of duties

English C1.

**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 ([HR-B1-DPR@ec.europa.eu](mailto:HR-B1-DPR@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)