

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**(DG-DIR-UNIT) | **CNECT-D-3** |
| **Head of Unit:****Email address:****Telephone:****Number of available posts:****Suggested taking up duty:****Suggested initial duration:****Place of secondment:** | **Olivier Bringer****olivier.bringer@ec.europa.eu****+32 2 29 92067****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**

Unit D3 is responsible for coordinating the international dimension of the European Commission’s digital policy. The unit coordinates the Commission's international position on digital matters on bilateral level with countries and regions outside the Union, and in multilateral and international fora. It supports the implementation of the EU Global Gateway in close cooperation with the EEAS and other Commission Directorate-Generals (DGs). It organises international negotiations with third countries and international organisations and provides support to the Commissioner and DG CONNECT's senior management in their contacts with international partners.

Under the guidance of the Head of Unit, the Seconded National Experts (SNEs) will assist in policy and programme development, coordination, monitoring and reporting activities with a view to strengthening the international dimension of the European Commission’s digital policy.

This will include:

• Contributing to policy formulation and related analysis with a focus on the various aspects of the international dimension of the European Commission’s digital policy, in line with the international chapter of the Digital Compass communication and its four cardinal points: digital infrastructure, digitalisation of business, digitalisation of public services and digital skills;

• Contributing to the development and the implementation of Digital Partnerships with third countries, coordinating within DG CONNECT and other relevant Commission services, in particular DG TRADE, and the EEAS;

• Contributing to the implementation of the EU Global Gateway and its digital work stream, including supporting the functioning of the D4D Hub and its regional branches, coordinating within DG CONNECT and with relevant Commission services, in particular DG INTPA, and the EEAS;

• Engaging in and promoting the mainstreaming of the international dimension in the development of EU’s digital policy and the implementation of the Digital Compass;

• Supporting communication efforts and ensuring visibility of the international dimension of EU’s digital policy;

• Contributing to the development of guidelines and training on the EU’s digital policy in the Delegations of European Union and in relevant Commission services and the EEAS.

The work will entail regular contacts with EU Member States, as well as with regional and international institutions, like-minded partners, private companies, civil society and international financial institutions.

The SNEs will support dialogue and coordination with relevant stakeholders to ensure complementarities and joint approaches in international partnerships. Without prejudice to the principle of loyal cooperation between the national/regional and European administrations, the SNEs will not work on individual cases with implications with files they would have had to deal with in their national administration in the two years preceding its entry into the Commission, or directly adjacent cases. In no case they shall represent the Commission in order to make commitments, financial or otherwise, or to negotiate on behalf of the Commission.

Functions and duties

POLICY DEVELOPMENT

• Conceive new activities or extensions of existing activities and perform conceptual reflections on the areas mentioned in the overall purpose

• Follow up policy proposals through the internal decision-making process

• Implement policy proposals with a view to achieving concrete results in the international dimension of the European Commission’s digital policy

• Contribute to the dialogue with third-countries in coherence and/or synergies with the EU digital policies and the EU human-centred digital agenda, promoting alignment or convergence with EU rules and norms

• Co-ordinate and supervise studies conducted by external contractors

• Gather intelligence from relevant countries

INTERNAL MANAGEMENT and COORDINATION

• Co-ordinate international activities in the Directorate-General and with other Directorate-Generals

• Draft relevant briefings, strategy documents and notes regarding the areas mentioned in the overall purpose

• Participation in inter-service meetings convened by international policy departments and draft replies to inter-service consultations

• Assemble relevant information on international thematic priorities

REPRESENTATION, NEGOTIATION and PARTICIPATION

• Prepare position papers in view of international dialogues and negotiations

• Engage actively with relevant stakeholders in the preparation and implementation of the international dimension of the European Commission’s digital policy

• Track activities against the plan and provide status reports

PROGRAM / PROCESS / PROJECT MANAGEMENT

• Contribute to the project strategies, organization, planning of schedules, tasks, deliverables and priorities and ensure their implementation

• Implement projects within fixed criteria and planning

• Carry out quality controls, risk analysis and review of deliverables

• Track activities against the plan and provide status reports

**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) : international relations, economy, engineering, digital technologies, law.

Professional experience

Digital policy; international relations; international development.

Language(s) necessary for the performance of duties

English as main working language, French knowledge would be 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.

* **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 security checks.

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