

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **EMPL-F-1** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Katia BERTI**  [**Katia.Berti@ec.europa.eu**](mailto:Katia.Berti@ec.europa.eu)  **+32 229-99061**  **1**  **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 F.1 contributes to better employment and social outcomes in the European Union by providing high-quality inputs to economic, employment and social policy coordination in the European Semester, in which the governance of the European Pillar of Social Rights is embedded.

The unit - a dynamic and professional team counting 19 colleagues - coordinates Semester contributions from DG Employment, Social Affairs and Inclusion (EMPL) to Country Reports, euro area and Country-Specific Recommendations, in close association with SG.RECOVER,ECFIN, GROW and REGIO as well as other DGs including EAC, SANTE, JUST and HOME. The unit provides inputs to the work related to the Recovery and Resilience Facility, in terms of contributions to the design of the plans and follow up on implementation for the labour market and social policy elements. It is in charge of preparing annually the Joint Employment Report and the Employment Guidelines. It also contributes to the Annual Sustainable Growth Survey, the Alert Mechanism Report and other communications and documents related to the European Semester.

The Unit leads the strategic reflections on the design of economic governance frameworks and monitoring tools, including in relation to the 2030 targets on jobs, skills and poverty reduction and the Social Scoreboard. It supports the Commission representation to the Employment Committee (EMCO) and provides the Secretariat to EMCO, as well as its Indicators and Policy Analysis Groups. It is in charge of the European Semester structured dialogues with social partners and civil society organisations.

The successful candidate will contribute to the unit’s role of coordination and development of policy positions in the labour market, skills and social policy areas in the European Semester and support Committee work, including by preparing background analytical and policy notes. (S)he will focus on analysis and coordination for one or more Member States in the employment, skills and social domains. (S)he will also be in charge of the organisation of the Semester structured dialogues with external stakeholders.

The position is rich in policy content allowing for an active contribution in the formulation and co-ordination of employment and social policies in the EU. The job involves close co-operation with other units in the DG, other Commission services and national delegates. It therefore requires well developed social skills. The position also implies a high degree of autonomy and initiative. The unit works predominantly in English.

**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) : economics, social sciences, statistics.

Professional experience

Very good knowledge of policies, strategic priorities and institutional processes of the European Union in the employment and social fields. Strong political sensitivity and ability to quickly identify key (political and economic) issues. Sense of initiative and capacity to work autonomously under tight deadlines. Capacity to communicate effectively in writing and orally. Strong team player orientation. Good drafting skills.

Language(s) necessary for the performance of duties

English. Knowledge of French, German and other EU languages 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](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)