

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **REGIO-EMPL-DAC-7** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Lothar KUHL**  [**Lothar.kuhl@ec.europa.eu**](mailto:Lothar.kuhl@ec.europa.eu)  **0032498963925**  **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**

We are the Joint REGIO/EMPL Audit Directorate for Cohesion (Directorate for audit in Cohesion - DAC) under the joint oversight of the two Directors-General was set up in July 2021 to accompany the start of the new MFF 2021-2027. The mission of the Joint Audit Directorate for Cohesion is to provide assurance and audit results to both Directors-General - of DG EMPL and DG REGIO - for all funds under their responsibility, namely under Cohesion policy as well as indirect and direct management. Through increased synergies between audit teams pooled together, and increased efficiencies in audit processes and tools, the Joint Audit Directorate for Cohesion provides an overall improved capacity to deliver the required audit assurances and, in close partnership with the respective audit authorities, the ability to issue the necessary recommendations and advice for improving management and control systems for Cohesion policy on the ground.

REGIO.EMPL.DAC.7 is a single audit coordination unit for both DGs. Unit REGIO.EMPL.DAC.7 is responsible for audit coordination, relations with the Court of Auditors, anti-fraud, and relations with OLAF, EPPO and ECA in the Joint Audit Directorate for Cohesion. Colleagues entertain close and dynamic working relations between all the DAC units, their members, with the Director of the DAC, and with other REGIO and EMPL units.

Unit DAC.7 is composed of two teams. In a particular, a team of 6 staff members (ECA team) is in charge of relations with the ECA in the context of performance audits covering any aspects of regional and urban policy and the yearly declaration of assurance. Unit DAC.7 also covers with another team horizontally the coordination of audit matters wit national audit authorities and the relations with Commission Services in particular relations with OLAF.

We propose the position of a policy officer (Seconded National Expert, SNE) responsible for relations with the Court of Auditor and discharge bodies within a team of 6 (4 AD, 1 SNE and 1 Contractual Agent) staff. The ECA team is the main contact point for all ECA audits and discharge-related issued inside the DAC. The tasks include consultations with all units in the two DGs, its main stakeholders being audit units from the DAC, horizontal units responsible for political and inter-institutional coordination, better implementation and budget as well as competence centres.

The advertised post offers to the SNE an interesting horizontal domain of responsibilities in collaboration with institutional partners - the European Court of Auditors (ECA), the European Parliament, the Council and DG BUDG - in the context of the annual Statement of Assurance (DAS) and discharge process which covers both legality/regularity and performance issues.

The ECA carries out more and more performance audits of horizontal nature which cover a wide variety of topics, involving in most cases several DGs or services which need to coordinate to provide a common position. The ECA team follows the audit work, coordinates the related requests within the DGs EMPL and REGIO, and assists audited units in the adversarial process with the ECA. Another domain followed by the ECA team is all the work linked to the ECA annual Statement of Assurance that feeds into their Annual Report. Finally, the ECA team contributes to a successful discharge process, helping in particular the Commissioner to reply to questions raised by the European Parliament on issues linked to the correct and efficient use of ERDF and cohesion fund allocation in co-founded programmes.

The SNE will work under the supervision of an administrator (team leader). Without prejudice to the principle of loyal cooperation between the national/regional and European administrations, the SNE will not work on individual cases with implications for files which he/she dealt with in his/her national administration in the two years preceding his/her entry into the Commission, or directly related cases. Under no circumstances will he/she represent the Commission with a view to entering into commitments, whether financial or otherwise, or negotiating on its behalf.

We are looking for a desk officer who is motivated to work in a dynamic environment with his/her team colleagues on horizontal coordination tasks covering the activities of the ECA on performance audits, the Statement of Assurance as well as the relations with the European Parliament (mainly the CONT Committee) and the Council (mainly the COMBUD committee).

In the ECA team of unit DAC.7 and in close coordination with all DG EMPL and REGIO services involved, the new colleague will prepare and monitor DG EMPL and REGIO's positions on both ECA audits (performance audits as well as legality and regularity audits) and discharge issues. This includes the preparation of Commission's replies to ECA findings included in draft clearing letters or reports as well as the preparation of Commission's comments to the draft discharge resolutions from discharge bodies. The colleagues will also be able to provide ad-hoc briefings on all topics relating to ECA work or discharge issues.

As examples of topics covered by performance audits, recent special reports issued by the ECA and involving REGIO audited the aspects of a performance oriented cohesion policy (ECA Report 24/2021) and of regularity and legality in cohesion policy (26/2021).

More specifically, the new colleague will, together with the team,

• Co-ordinate the work linked to each ECA performance audit which will be assigned to him/her inside the ECA team, in close cooperation with the ad-hoc team created for each performance audit within DG EMPL and REGIO and composed of experts in the audited field; ensure the quality review of Commission's replies provided on ECA findings in response to draft clearing letters and special reports; participate in adversarial meetings with the ECA in view of the release of the related ECA special report, in cooperation with DG BUDG; where necessary, attend the presentation of the special reports before CONT and/or Council

• Co-ordinate the work linked to the ECA Statement of Assurance, in close cooperation with audit units in the DAC; ensure the quality review of Commission's replies provided on ECA findings in response to draft clearing letters sent to audit authorities which have been audited by the ECA; participate in adversarial meetings with the ECA in view of the release of the ECA annual report, in cooperation with DG BUDG

• Contribute to the preparation of the Directors’ General and Commissioners’ briefings in view of their discharge hearings before CONT (EP); contribute to the Commission's replies to be provided to written parliamentary questions introduced in the context of the discharge process; contribute to the presentation of the ECA Annual report before CONT (EP) and COMBUD (Council)

• Contribute to the Commission's comments on the different opinions provided by both Council and EP committees as well as on the draft discharge report and its amendments provided by CONT in view of granting discharge to the Commission

• Prepare ad-hoc briefings for the Commissioners and/or the Directors General on ECA audits or discharge issues, in particular when meeting ECA Members or Members of the European Parliament, in collaboration with other units and colleagues involved

• Update regularly the RAD database managed by DG BUDG and aiming at following all recommendations issued by the ECA and discharge bodies, for the audits under his/her responsibility

• Provide all input needed on any monitoring activities requested at the level of the Directorate or the DGs on topics related to his/her files, preparation of the AAR or discussion of draft special reports to the DG EMPL Coordination and DG REGIO Board of Directors meetings.

**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) :

Professional experience

At least three years of professional experience.

Language(s) necessary for the performance of duties

English, French, German.

**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)