

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | Service for Foreign Policy Instruments – Europe, Asia, Americas (FPI.3) |
| **Head of Unit:**  **Email address: Telephone:**  **Number of available posts: Suggested taking up duty: Suggested initial duration: Place of secondment:** | Stefan Schleuning [Stefan.Schleuning@ec.europa.eu](mailto:Stefan.Schleuning@ec.europa.eu)  1  **3rd quarter 2023 1**  **1 year(s)1**   **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**

The overall purpose of this post is to contribute to coordination and policy and operational developments in the area of **Mine Action in Ukraine.** This specifically regards the role of the EU’s Service for Foreign Policy Instruments to lead EU-internal coordination processes on Mine Action in Ukraine, as well as to contribute to and help further strengthen coordination amongst EU Member States and the G7+ group so as to enhance the EU’s and its Member States’ overall footprint in the Mine Action sector in Ukraine.

The Seconded National Expert (SNE) will act in the role of International Relations Officer to help monitor the mine action sector in Ukraine, as well as to organise, prepare, and ensure appropriate representation of the EU in relevant coordination meetings. In addition the role will require the identification, formulation and supervision of activities under the Rapid Response Pillar of the Neighbourhood, Development and International Cooperation Instrument (NDICI) – Global Europe.

The Seconded National Expert (SNE) will work under the supervision of an administrator. 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 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. In no case he/she shall represent the Commission in order to make Commitments, financial or otherwise, or to negotiate on behalf of the Commission.

1 These mentions are given on an indicative basis only (Art.4 of the SNE Decision).

* + Contribute to the shaping of the overall EU response in the Mine Action Sector in Ukraine and linking this up to early recovery in line with need and opportunity.
  + Under the supervision of an administrator, coordinate relations regarding Mine Action and early recovery in Ukraine amongst EU services, with EU Member States, with the G7+ group as well as with international, regional, sub-regional and local partners and civil society organisations, and provide relevant information.
  + Identify and consult actions relevant for mine action and early recovery in Ukraine under the Rapid Response Pillar of NDICI - Global Europe, that fulfil the criteria of political desirability, legal eligibility, and practical and procedural feasibility.
  + Contribute to the effective identification, formulation and implementation of actions in the geographical and thematic area covered.
  + Under the supervision of an administrator, prepare financing decisions and associated documents for timely adoption.

1. **Main qualifications**

# 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.

# Selection criteria

Diploma

* + university degree or
  + professional training or professional experience of an equivalent level

in the field(s) :

International relations; crisis response; mediation and peacebuilding (desirable). Professional experience

Experience of policy coordination work as geographic or thematic desk officer. Experience in the mine action sector an asset and familiarity with programme preparation and project management an advantage. Combination of both types of experience and thematic expertise highly desirable.

Language(s) necessary for the performance of duties

English C2; French A1**;** Ukrainian and/or Russian would be an asset.

1. **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.

1. **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). This decision is available on [http://ec.europa.eu/civil\_service/job/sne/index\_en.htm.](http://ec.europa.eu/civil_service/job/sne/index_en.htm)

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.

1. **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-](mailto:HR-MAIL-B4@ec.europa.eu) [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.