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| Logo of the European Commission, 12 yellow stars on a blue background arranged in a circle and framed by two light grey graphic elements representing the Berlaymont building, which is the headquarter of the European Commission. | EUROPEAN COMMISSION |

VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

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| DG – Directorate – Unit | Secretariat-GeneralDirectorate SG.F – Interinstitutional relationsUnit SG.F.1 – Relations with the European Parliament |
| Post number in sysper: | 298985 |
| Contact person:Provisional starting date:Initial duration:Place of secondment: | Raquel CORTES HERRERA – HoU SG.F.1Third quarter 20242 years[x]  Brussels [ ]  Luxemburg [ ]  Other: Click or tap here to enter text. |
|  | [x]  With allowances [ ]  Cost-free |
| This vacancy notice is open to:[x]  EU Member States[ ]  EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway)  |
| This vacancy notice is also open to:[ ]  The following EFTA countries: [ ]  Iceland [ ]  Liechtenstein [ ]  Norway [ ]  Switzerland[ ]  The following third countries: [ ]  The following intergovernmental organisations:  |
| Deadline for applications | [ ]  2 months [x]  1 month |

**Entity Presentation (We are)**

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| Unit SG.F.1 is responsible for the Commission's overall relations with the European Parliament (including the relations with the EP governing bodies, the organisation of and reporting on EP plenary sessions in Brussels and in Strasbourg, the handling of parliamentary questions and petitions, and the relations with the PETI committee).The unit is also responsible for the coordination and follow-up of a number of substantive files, including the Framework Agreement between the Commission and the European Parliament, the European Parliament rules of procedure, the European Parliament's right of inquiry and the Regulation on the statute and funding of European political parties and foundations.The unit is very active is the field of political intelligence, producing several political monitoring products to the attention of the SG hierarchy and cabinets, and animates the network of EP correspondents in DGs and services.During 2024, the unit will also be responsible for the coordination of the main parts of the inter-institutional transition leading to the establishment of a new Parliament and a new Commission. |

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**Job Presentation (We propose)**

The tasks to be carried out by the SNE will be three-fold:

* Relations with the European Parliament (at the level of the plenary, parliamentary committees and governing bodies), including outreach activities on institutional, horizontal and, if/when needed, sectoral files.
* Gathering of political intelligence within the European Parliament and developing political monitoring instruments at the service of the senior management and cabinets.
* Preparation and development of Commission positions/proposals on substantive files within the remit of the unit. Most notably, the Regulation on the statute and funding of European political parties and foundations, but also The Framework Agreement on relations between Parliament and Commission, the EP rules of procedure and the EP right of inquiry.

The concrete functions and duties may include:

* Keep the Commission informed about developments in the European Parliament in general (EP governing bodies, political groups, national delegations, etc.).
* Attend tripartite contacts with Council (in particular GAG) and European Parliament (in particular AFCO), as well as in the Parliament’s Interinstitutional Coordination Group (GCI).
* Prepare the Commission participation in plenary sessions, parliamentary committee meetings and other parliamentary bodies as required.
* Attend plenary sessions of the European Parliament, meetings of parliamentary committees or other parliamentary bodies, aa well as other related events.
* Inform Commission services, SG hierarchy and cabinets on relevant meetings and issues, mainly through summary records, information and analytical notes.
* Help the Commission to take appropriate decisions during the relevant procedures.
* Prepare replies to requests for advice and / or legal interpretation in support of the preparation and implementation of EU legislation.
* Provide advice to management on the validity and conformity of procedures with the standing rules and regulations.
* Prepare and / or draft briefings, speeches and / or speaking notes on the specific policy domain and issues relating to this area.

**Jobholder Profile (We look for)**

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| The successful candidate should have sound knowledge of EU institutions organisation and procedures, as well as a thorough understanding of the inter-institutional policy-making and decision-making process. Previous experience working with the European Parliament, handling legislative procedures or performing co-ordination tasks will be asset. A background in law or political sciences would be an advantage.He/she should have a strong team spirit but should also be able to work autonomously, in an organised and rigorous way. A deep sense of discretion and a high ethical standard are a must. The position requires an ability to deal efficiently with multiple tasks and conflicting priorities, as well as be able to work under pressure and respond quickly to deadlines. A certain degree of flexibility and availability for occasional work outside regular working hours is required, in particular during plenary weeks both in Brussels and in Strasbourg. Availability to travel to Strasbourg regularly is a must.He/she should be able to produce high quality texts, also related to legal/institutional matters, and to present complex and specialised information in a clear and accessible way. Strong communication skills, both orally and in writing, are clear assets. The unit’s written production is in English but French is commonly used in oral communication. Mastering of any additional language would be a plus. |

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**Eligibility criteria**

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).

Under the terms of the SNE Decision, a national expert needs to comply with the following eligibility criteria at **the starting date** of the secondment:

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: having worked for at least one full year (12 months) with the current employer on a permanent or contract basis.

Employer: must be a national, regional or local administration or an intergovernmental public organisation (IGO); exceptionally and following a specific derogation, the Commission may accept applications where the employer is a public sector body (e.g., an agency or regulatory institute), university or independent research institute.

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. The national expert from a third country must produce evidence of a thorough knowledge of the EU language necessary for the performance of his duties.

**Conditions of secondment**

During the full duration of the secondment, the national expert remains employed and remunerated by his / her employer and covered by his / her (national) social security system.

He / she shall exercise his / her duties within the Commission under the conditions as set out by aforementioned SNE Decision and be subject to the rules on confidentiality, loyalty and absence of conflict of interest as defined therein.

Allowances can only be granted when the national expert fulfils the conditions provided for in Article 17 of the SNE decision.

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](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32015D0444). The selected candidate has the obligation to launch the vetting procedure before getting the secondment confirmation.

**Submission of applications and selection procedure**

Candidates should send their application according to the **Europass CV format** ([[Create your Europass CV | Europass](https://europa.eu/europass/en/create-europass-cv)](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.

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.

**Processing of personal data**

The Commission will ensure that candidates’ personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council ([[1]](#footnote-1)). This applies in particular to the confidentiality and security of such data. Before applying, please read the attached privacy statement.

1. () Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39 [↑](#footnote-ref-1)