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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 | Communication – Directorate B – unit B4 |
| Post number in sysper: | 301523 |
| Contact person:Provisional starting date:Initial duration:Place of secondment: | Annegret Ziller, Head of unit COMM.B.44th quarter 20252 years[x]  Brussels [ ]  Luxemburg [ ]  Other:  |
| Type of secondment |  |
| This vacancy notice is open to:as well as[ ]  The following EFTA countries: [ ]  Iceland [ ]  Liechtenstein [ ]  Norway [ ]  Switzerland[ ]  The following third countries: …. [ ]  The following intergovernmental organisations: …   |
| Deadline for applications | Latest application date: 25-03-2025 |

**Entity Presentation (We are)**

We are the Unit COMM.B.4 ‘Experience Europe’ in Directorate B - ‘Strategy and Corporate Communication’ of the Directorate-General for Communication, a corporate service under the direct authority of the President of the European Commission. The Unit is responsible for the following files:

• the Visitors’ Centre in Brussels, which offers programmes tailored to the interests of the different visiting groups, in line with the strategic priorities of the European Commission, has several audiovisual stations in its premises and welcomes around 50,000 visitors in 1,500 groups per year;

• the ‘Experience Europe’ exhibition centre in Brussels, which offers interactive stations to learn more about the work of the Commission and EU policies (as well as a conference room) and welcomes around 40,000 visitors a year;

• in coordination with the European Parliament (EP), the ‘Europa Experience’ interactive exhibitions in the Member States.

More information:

[Experience Europe exhibition centre - European Commission](https://commission.europa.eu/get-involved/visit-european-commission/experience-europe-exhibition-centre_en)

[Visitors’ Centre of the European Commission](https://commission.europa.eu/get-involved/visit-european-commission/visitors-centre_en)

[Europa Experience | Visiting | European Parliament](https://visiting.europarl.europa.eu/en/visitor-offer/other-locations/europa-experience)

**Job Presentation (We propose)**

We offer a position as information and communication officer in the “Experience Europe” team, under the steer of a head of sector.

The person will contribute to the work with the European Parliament on the further development of the Europa Experience exhibitions in the Member States as well as to the Commission’s visitor services in Brussels.

Among his/her main responsibilities, he/she will:

* Develop and propose more and better EC content in the Europa Experience exhibitions in the Member States (led by the EP), steer the work of the colleagues in EC Representations to provide relevant and attractive national content and to use the premises for their strategic outreach and communication actions;
* support the operation of the Experience Europe exhibition centre in Brussels,
* organise group visits to the European Commission and contribute to the overall objective of the unit to provide excellent services to visitors of the European Commission.

**Jobholder Profile (We look for)**

We are looking for a motivated and enthusiastic colleague with excellent communication skills and the drive to develop concepts and contents for the interactive exhibitions in the Member States. He/she should have the capacity to translate overall communication objectives into concrete exhibition communication products, matching the needs of the audience. Good organisational as well as excellent interpersonal and negotiation skills are required, as is a creative mind and a solution-oriented approach. A service-oriented attitude is a pre-requisite, the capacity to work constructively with a variety of internal and external actors is a must. Candidates should not only be able to ensure a smooth operation of visitor services but also have the capacity to innovate and think creatively.

Very good level of English is required, French is recommended and other languages are an asset.

**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, you need 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 your 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 your 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. If you come from a third country, you 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 your secondment, you must remain employed and remunerated by your employer and covered by your (national) social security system.

You shall exercise your 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.

In case the position is published with allowances, these can only be granted when you fulfil 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). It is up to you to launch the vetting procedure before getting the secondment confirmation.

**Submission of applications and selection procedure**

If you are interested, please follow the instructions given by your employer on how to apply.

The European Commission **only accepts applications which have been submitted through the Permanent Representation / Diplomatic Mission to the EU of your country, the EFTA Secretariat or through the channel(s) it has specifically agreed to**. Applications received directly from you or your employer will not be taken into consideration.

You should draft you CV in English, French or German using 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)). It must mention your nationality.

Please do not 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)