

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**(DG-DIR-UNIT) | **HOME-C-2** |
| **Head of Unit:****Email address:****Telephone:****Number of available posts:****Suggested taking up duty:****Suggested initial duration:****Place of secondment:** | **Laura CORRADO****Laura.Corrado@ec.europa.eu****0032 2 2950831**1**2rd quarter 2021 [[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**

1. Policy development:
* Provide legal and policy advice on issues related to legal migration and other legal pathways (e.g. resettlement, humanitarian admission and other complementary pathways for persons in need of international protection);
* Contribute to the preparation of future policy and legislative developments in the area of legal migration, as well as of resettlement and humanitarian admission, including through the analysis and evaluation of existing legislation;
* Follow policy developments in Member States in the field of legal migration and other legal pathways.
1. Coordination of policy activities:
* Establish and maintain regular contacts with other DGs and services of the Commission;
* Participate in relevant inter-service meetings and committees;
* Contribute to management of information exchanges between Commission and Member States in the field of legal migration and other legal pathways.
1. Internal and external communication:
* Report to, inform and brief management and colleagues on legal and/ or policy developments and outcomes of discussions in the areas of legal migration, resettlement and humanitarian admission;
* Draft briefings, policy notes and speeches on the policy domains referred to above;
* Reply to requests for information, questions or complaints from other European Institutions, Member States and the public in general;
* Explain the activities of the Directorate-General, and in particular of the Unit, in the areas of legal migration, resettlement and humanitarian admission to Member States, third parties and the public in general, through presentations at conferences, seminars, workshops etc.
1. Relations with other European institutions, stakeholders and civil society:
* Prepare, attend meetings and follow up discussions within the different EU Institutions;
* Draft replies to oral and/or written questions, petitions or investigations by the Ombudsman;
* Establish and maintain regular contacts and exchanges with other European Institutions, NGOs, Member States, research institutions, the academic community as well as relevant UN agencies;
* Organise and participate in meetings with other European Institutions, stakeholders and other organisations.
1. Verification and monitoring of national legislation (not related to the candidate’s Member State):
* Verify whether EU legislation in the area of legal migration is correctly transposed by Member States;
* Monitor the implementation of laws, regulations and / or administrative provisions in Member States;
* Obtain and verify national provisions, identify problems and propose solutions.

**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) : law, political sciences, social sciences or economics.

Professional experience

At least three years' professional experience in the field of migration and home affairs. Specific experience in the areas of legal migration and/ or asylum will be an asset.

Language(s) necessary for the performance of duties

Fluent English required, both oral and written; good knowledge of French as well as of other European languages, will 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.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-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) 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) 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.

1. These mentions are given on an indicative basis only (Art.4 of the SNE Decision). [↑](#footnote-ref-1)