

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **INTPA-B-1** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Jorge DE LA CABALLERIA**  [**Juan-Jorge.DE-LA-CABALLERIA@ec.europa.eu**](mailto:Juan-Jorge.DE-LA-CABALLERIA@ec.europa.eu)  **+32 229-59123**  **1**  **1st quarter 2022 [[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**

PROGRAM/PROCESS/PROJECT MANAGEMENT

* Managing EU regional projects for Latin America and the Caribbean in the areas of: human rights, border management, justice, security, drugs or migration
* Coordination and participation in meetings with relevant stakeholders (e.g. LAC countries, international organisations, civil society); Coordination with other DGs (e.g. HOME, JUST, TAXUD), EEAS and Member States
* Providing back-up for management of other projects managed in the sector
* Contribute to implementation of programmes under the new Global Europe financial perspective 2021-2027
* Contribute to sectoral dialogues on human rights, justice, security, drugs or migration
* Develop, analyse and prepare proposals for programmes, projects, sectoral support actions, etc. in close cooperation with Delegations in the Latin American and Caribbean region
* Launch the necessary preparatory studies and draft and submit to the Interservice Quality Support Group, Interdepartmental Consultation and the DCI Committee identification sheets and action fiches relating to the programme/project.
* Preparation of the financing agreement and any other contractual commitments for the implementation of the programme/project.
* Develop operational plans for the implementation of the submitted programme/project and/or examine and propose for approval the operational plans for the implementation of centralised projects.
* Monitoring the implementation of centralised programmes/projects taking into account the conditions set out in the objectives set out in the approved programme/project.
* Analyse the annual and final implementation reports and assure initiation or operational verification for documents requiring it.
* Provide assistance at all stages of the procurement procedure (definition of terms of reference, launching of calls for tenders, etc.).
* Attend ongoing project management and monitoring meetings, draft progress reports and, where necessary, propose appropriate measures.
* Contribute to project evaluation and participate in the systematic harmonised Result Oriented Monitoring of projects. Take the necessary corrective measures, where appropriate.

ANALYSIS and INTELLIGENCE

* + Participation in monitoring groups of global and thematic evaluations
  + Contribute inter alia in the form of technical advice to the establishment of multi-annual programming.
  + Contribute to the preparation of the Unit’s planning and reporting documents.
  + Participation on the ground, with the participation of EU Delegations and beneficiaries (target group and institutions), in training, information and feedback on centralised actions to ensure the sustainability and ownership of actions.
  + Contribute to sectoral coordination activities in the areas of responsibility of the programme manager and in collaboration with INTPA thematic services and/or sectoral DGs.
  + Change ideas with and provide advice to operational managers in devolved delegations on operational and technical issues within the remit of the Unit.

**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, public administration, international relations.

Professional experience

A least 3 years job-related experience.

Experience in one or more of the areas indicated.

Experience in project/programme management and in developing countries.

Field or delegation experience.

Diversified experience (public/private sector, EU/developing countries).

Areas: political/social sciences, business administration/management.

Consultancy activities for non-profit enterprises in particular, civil society, NGOs, private/public sector enterprises, training institutions, universities, municipalities, cooperation agencies.

Language(s) necessary for the performance of duties

English (level C1) and Spanish (level C1).

**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](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.

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