

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **ECHO-E-1-DEL UN New York** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Mihaela ZUPANCIC**  [**Mihela.ZUPANCIC@ec.europa.eu**](mailto:Mihela.ZUPANCIC@ec.europa.eu)  **32-2-2980086**  1  **1st quarter 2021 [[1]](#footnote-1)**  **2 years1**  □ **Brussels** □ **Luxemburg** ☒ **Other: New York** |
|  | ☒**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: UN, ICRC, IFRC** | |

**1. Nature of the tasks**

* Under the authority of the Head of Delegation (HoD) and under instruction of the responsible service in Headquarters (DG ECHO) and the Head of Section for Humanitarian Affairs, to assist the Delegation and contribute to: a) the external representation of the European Union vis-à-vis the United Nations, b) the organisation of the internal coordination of the EU Member States in accordance with Article 34 of the Treaty on European Union.
* Participation in all relevant UN meetings in the above fields and drafting reports on such meetings for the purpose of reporting to Headquarters or sharing information with EU Member States' Missions in New York
* Attend operational and donor briefings and report on their contents; express on these occasions EU priorities, concerns and views on the operational activities and policies of the humanitarian organisations.
* Present EU positions and EU thematic policies or operational responses in meetings and to EU Member States, UN bodies, third countries and civil society in New York
* Establishing and maintaining contacts with representatives of other UN Member States, other observer missions at the UN, the UN Secretariat and other international organisations (ICRC, IFRC) and as well as non-governmental organisations and other relevant actors in New York
* Organising and reporting on internal EU coordination meetings at expert level in his/her field of expertise.
* Assist in the organisation and follow up to visits to New York of EU officials for events related to humanitarian issues,
* Analysis and Advice / Monitoring and Reporting: contribute to / assist / prepare reports regularly and in a timely way for HoD or DHoD (including early warnings, specific requests, info flashes and "think pieces") and briefings; contribute to advice on coherence of EU external policy activities in the UN and to the implementation of UN initiatives; contribute to formulation of the EU strategy in relation to the UN, and to dialogue and strategy on Humanitarian affairs.
* Contribute to the Delegation's reporting, liaising as appropriate with headquarters, etc.

**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) :

Professional experience

Diplomats/civil servants with at least 3 years of relevant experience in the above-mentioned areas (see nature of the tasks. Knowledge of / experience with humanitarian affairs at the national.EU or multilateral level.

Knowledge of EU institutions, related decisional processes and of EU external action and related EU external policies in the above-mentioned areas, previous UN experience, including with the multilateral negotiation process in New York, will be an important asset.

Language(s) necessary for the performance of duties

The ability to work in both English and French is required, including the ability to follow discussions and draft dear and concise reports in these languages. Knowledge of other EU 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](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)