

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**(DG-DIR-UNIT) | **OIB-04** |
| **Head of Unit:****Email address:****Telephone:****Number of available posts:****Suggested taking up duty:****Suggested initial duration:****Place of secondment:** | **Marc Séguinot****Marc.Seguinot@ec.europa.eu****+32 2 295 97 71**1**1st 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**

The Office for Infrastructure and Logistics in Brussels (OIB) is responsible for the implementation of all actions related to the accommodation of personnel, the management of social infrastructure and the logistics of the institution in Brussels as well as social infrastructure on the Ispra site of the Commission in Italy.

OIB's aim is to ensure a functional, safe and comfortable workplace for all those working for the Commission, and to provide good quality support and well-being services, based on a client-oriented approach, in an environmentally-friendly and cost-effective way. More information about the OIB can be found on the following link: https://ec.europa.eu/oib/about\_en.cfm

Unit OIB.04 “Domain leadership, planning, reporting and internal control” is directly attached to the Head of Service of the Office and has the task of ensuring, as part of the “Synergies and efficiencies” exercise, the role of “Domain Leader” in the field of logistics and the planning, reporting and internal control of the Office.

In the context of the Synergy and Efficiency Commission Decision and of its future large real estate projects, OIB is moving forward with the modernisation proposal and implementation for facility management services offered by OIB.

A number of actions are on-going to support this approach : large consultations with Real Estate departments of national and international public organisations on a structured approach and benchmarking for assets management, specific KPIs identification /development/implementation, identification of related business processes, reengineering of services delivery and potential ways forward for the certification of OIB operational activities in the field of real estate .

The next phase of the work programme requires an extensive gap-analysis/readiness check of all data gathered in the light of their reengineering as an essential step for the development and implementation of a new business framework for modern assets and real estate services management. This development is of the utmost importance for OIB in the context of its upcoming projects.

To reinforce the unit, the OIB is looking for the support of qualified seconded national expert interested in working in a dynamic and multicultural environment.

The person selected should have an administrative profile with a facility management and real estate background as s/he would participate in the development and implementation of this new framework for assets and facility services management. S/he will also be implicated in the gap analysis and reengineering of all related processes. Based on best practices in the domain and continuous benchmarking with comparable organisations this large project could lead to a quality certification of OIB real estate operations.

S/he will also be responsible for liaising with other operational units and entities to develop this modernisation project and to align the functioning of the services offered by OIB with assets management best practices and norms. The selected person will also assist, in this domain, project managers for large on-going and future real estate projects to ensure that the elaboration of the projects are consistent with real estate and service norms.

Other tasks and responsibilities may be added, depending on the specific experience and skills of the candidate.

**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) : commercial and/or logistics engineering.

Professional experience

• At least 3 years of professional experience in the domain of commercial and/or logistics engineering preferably in real estate management.

• Knowledge of strategy development in building services, environmental performance and/or buildings engineering;

• Good analytical, drafting and communication skills as the position requires various contacts with external entities and other Commission services.

Language(s) necessary for the performance of duties

He / she will be required to write, in French and English, background notes, briefings and summary reports, a very good knowledge of both languages is essential as well as the ability to communicate technical, specialised information towards a varied audience.

**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)