

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **TRADE-D-2 – Mexico** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Paolo GARZOTTI**  [**paolo.garzotti@ec.europa.eu**](mailto:paolo.garzotti@ec.europa.eu)  **+32 229 59488**  **1**  **2nd quarter 2020 [[1]](#footnote-1)**  **2 years1**  □ **Brussels** □ **Luxemburg ☒** **Other: Mexico City** |
|  | □**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 Delegation of the European Union is a diplomatic mission and officially represents the EU in Mexico. It is located in Mexico City.

The Trade Section deals with EU-Mexico trade, investment and economic relations. In 2019, Mexico was the EU's largest trading partner for trade in goods in Latin America. Total EU-Mexico trade in goods amounted to almost €62 billion in 2019, with the EU running a trade surplus of more than €13 billion. Unlike with all other Latin American countries, EU trade in goods with Mexico is concentrated on industrial goods, with a minor role for trade in agricultural goods.

Trade relations between the EU and Mexico are governed by the EU-Mexico Economic Partnership, Political Coordination and Co-operation Agreement (‘Global Agreement’), signed in 1997 and the free trade agreements adopted under its framework. In 28 April 2020, the EU and Mexico concluded their negotiations of a modernized trade pillar in the context of a broader update of the Global Agreement. More information on the modernization can be found under https://ec.europa.eu/trade/policy/in-focus/eu-mexico-trade-agreement/

The Seconded National Expert (SNE) will assist the Head of Section in planning, management and coordination of the Delegation's work on EU-Mexico bilateral trade and investment matters, in coordination with headquarters and under the supervision of an administrator.

The main tasks of the SNE would be:

• Monitor and report, regularly and in a timely fashion to Headquarters on all trade, investment and economic issues.

• Provide on request briefings, draft speeches, statements, press releases and articles concerning the area assigned.

• Assist in programming and organising activities by the Delegation in connection with trade and economic matters, in particular in relation with the monitoring and implementation of trade and investment obligations under bilateral and multilateral agreements, including its sustainability aspects.

• Keep the necessary working relations with the relevant national authorities (Ministry of Economy and other ministries involved in trade and economic activities, Customs service, Ministry of Agriculture etc.), private sector representatives, professional organisations, civil society organizations and other local operators in the field.

• Contribute to the press and information activities of the Delegation about the EU position in trade and investment matters, and in economic areas.

• Monitor the situation and track the evolution of policies in the economic, investment and trade fields of Mexico, in particular as regards trade flows, forecasts, legislations, fiscal policy, trade and sustainable development, public procurements, services, intellectual property rights, foreign direct investment, etc.

• Monitor the economic and financial situation: economic policy, forecasts, relation with international financial institutions, etc., including the evolution of any structural and economic reform process.

• Monitor the host country/region's position in on- going or planned multilateral, regional, or bilateral trade negotiations (WTO/DDA, FTA, etc.).

• Follow all national and regional trade policy developments and their possible impact on the trade and investment relations with the EU.

• Elaborate analysis and synthesis reports on trade and trade-related issues, including sustainability aspects.

• Contribute to the Delegation's various reports as regards trade and regional integration matters.

• Prepare activities in the trade sector and organise, as appropriate, events related to trade and investment and in particular linked to the promotion of the Global Agreement and the modernized Agreement.

**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) : economics/law (preferably international)/international trade/international relations.

Professional experience

The SNE should have at least one-year professional experience in the area of international trade, international relations or international law.

Language(s) necessary for the performance of duties

Spanish and English.

**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)