

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **EAC-B-4** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Ute Haller-Block**  [**Ute.Haller-Block@ec.europa.eu**](mailto:Ute.Haller-Block@ec.europa.eu)  **+ 32 2 29 84232**  1  **4th 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**

Unit EAC B.4 “Erasmus+ Coordination” in DIRECTORATE-GENERAL EDUCATION, YOUTH, SPORT AND CULTURE (DG EAC) is responsible for the strategic orientation, the design and coordination of the implementation of the Erasmus+ Programme which has a €26 billion own budget for the 2021-2027 period.

Erasmus+ provides millions of Europeans with the opportunity to study, train, volunteer or gain professional experience abroad. The programme supports the cooperation and internationalisation of education and training, youth and sport organisations and institutions, and helps European countries to modernise and reform their national education and training systems and policies.

The unit is also in charge of coordinating the implementation of certain aspects of the European Solidarity Corps (relations with National Agencies and business requirements for the development of IT tools).

The unit's key responsibilities are:

- Design of the programme: coordinating the formulation of calls, strategies, guidelines, forms and other implementing documents;

- Programme co-development and consultation of stakeholders: overall coordination of official meetings and consultative working groups with National Agencies and other stakeholders;

- Annual programming cycle: preparation of the Erasmus+ Annual work Programme and follow up of comitology procedures;

- Planning and reporting: preparation and follow up of strategic and financial planning and of related reporting exercises;

- Coherence between Erasmus+ and European Solidarity Corps: ensuring a consistent programming and implementation of the programmes;

- Impact of the programme: coordination of the monitoring and evaluation of the Erasmus+ programme, coordination and steering of final and mid-term evaluations;

- Management and monitoring of the National Agencies (55) implementing the Erasmus+ and European Solidarity Corps programmes: desk-office support, financial agreements, National Agency work programmes, activity reports, monitoring visits, etc.;

- Business-IT cooperation: formulation of business requirements for the development, rollout and maintenance of Erasmus+ and European Solidarity Corps IT tools. Steering of the IT governance from business perspective.

We offer a challenging position in a dynamic environment, which entails working independently but in close cooperation with Commission colleagues within the unit and in the Directorate General.

The person selected will be part of the Erasmus+ Programme implementation Sector (B4.001):

• Being fully involved in the implementation of the new Erasmus+ Programme (2021-2027), building knowledge and practical experience on all the different aspects related with it.

• Contribute to the draft, revision and publication of the reference documents of the Erasmus+ programme (programme guide, calls for proposals, forms and guidelines for programme stakeholders)

• Assist in defining and revising the models of grant agreements to be used by National Agencies, in cooperation with horizontal services and operational units, with a view to simplify them and increase its user-friendliness.

• Support the management and production of data on programme implementation, in cooperation with other sectors in the unit and with other units within and outside the Directorate.

• Cooperate in the elaboration of replies to questions on the implementation of Erasmus+ (via NACO, NAIT, MS Teams or Europa) in cooperation with operational units and other relevant services.

• Assist the Commission to ensure the alignment of all the Erasmus+ reference documents with the Data Protection Regulation providing assistance to the internal and external stakeholders on the correct interpretation.

• Assist the Commission in steering the consultation of internal and external stakeholders through meetings, working groups or other means.

The post will involve frequent participation in meetings, in particular with National Agencies, in the framework of decentralised programme implementation. The successful candidate will contribute to analysing the needs of the main stakeholders and identifying opportunities for improvement and simplification whilst ensuring a correct implementation of the Erasmus+ Programme.

We look for a candidate who would like to enrich the European Commission teams with its national knowledge and background, who is dynamic and has strong analytical, drafting and organisational abilities. The candidate should have experiences in EU or national funding programme implementation and design. Experience in particular in the Education, Youth and Sport programmes would be an asset. Experiences in cooperation with internal and external stakeholders, grant/programme management would be an advantage.

**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) : education, economics/statistics, social sciences or law, or similar.

Professional experience

Relevant professional experience in programme implementation and/or project management

Relevant professional experience in the EU Education, Youth and Sport programmes, would be an advantage

The following skills and competences in particular are required for this post:

- good analytical and problem-solving skills;

- eye for detail/accuracy;

- very good ability to manage inter-personal relations;

- service-oriented attitude

- team player spirit.

Language(s) necessary for the performance of duties

As Directorate General EAC works mainly in English and also in French, an excellent knowledge, written as well as oral, of English is essential. Competences in French would be an advantage.

**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)