

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**(DG-DIR-UNIT) | **NEAR-A-4** |
| **Head of Unit:****Email address:****Telephone:****Number of available posts:****Suggested taking up duty:****Suggested initial duration:****Place of secondment:** | **Armelle LIDOU****Armelle.lidou@ec.europa.eu** **+32 2 29 94462****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**

The mission of the Directorate General for Neighbourhood and Enlargement Negotiations (DG NEAR) is to take forward the EU's neighbourhood and enlargement policies. This includes providing assistance to the countries covered by these policies to enable them to carry out the necessary reforms and to strengthen their basis for sustainable growth.

In this context, Unit A.4's overall objective is to coordinate policy and strategy for the Neighbourhood, Development and International Cooperation Instrument (NDICI) – Global Europe and the Instrument for Pre-accession Assistance (IPA III). The Unit oversees the legal framework for financial assistance, including aspects related to the Multi-annual Financial Framework (MFF), planning, programming, budget support as well as monitoring and evaluation (M&E) ensuring fact-based judgement on the relevance, effectiveness, efficiency, impact, sustainability and coherence of DG NEAR assistance.

We propose a job in the monitoring and evaluation team, with a wide variety of tasks, ranging from chairing discussions on important policy issues to contractual management. One of the key tasks is to manage an evaluation process from its very beginning (gathering information and drafting terms of reference, with the support of other EU services) to the dissemination of the results and the elaboration of a follow up action plan with a view to contributing to decision making on priorities and to improving the design and management of interventions, and enhancing accountability. The evaluations falling under Unit A.4’s mandate are of a strategic nature for the DG. These are evaluations that analyse strategies from design to implementation, assessing the results of spending (projects and programmes) and non-spending (policy dialogues) activities. These evaluations are complex, covering several spending and non-spending activities and instruments over a significant period of time. They are conducted at several levels: country, region, multi-country, sector and instrument. Another key task is to ensure that since planning and programming phases, the intervention logic of DG NEAR actions and strategies are well conceived and the basis for the respective M&E systems are soundly established.

Within the Unit, there is a strong team spirit and emphasis on discussion and participation. Transparency and independence are fundamental principles – our methodology is available on our website, as are the final reports of our evaluations.

A successful candidate should also have:

* A capacity to analyse and structure information
* An inquired and open mind
* An ability to communicate in and chair meetings
* A capacity to communicate technical or specialised information in a structured way
* An ability to work in a proactive and autonomous way
* An ability to prioritise and organise
* An ability to deliver methodological guidance
* An ability to manage relationships in a political environment
* An ability to manage complex situations and to self-manage

**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) : International relations, development, political sciences, economy, project/programme management and/or evaluation.

Professional experience

We look for a committed person with a proven professional interest in development, neighbourhood and enlargement policy and practice, who works well both independently and in a team. An ability to understand complex issues and express them clearly is required, and good coordination and communication skills (both oral and written) are essential. Knowledge of evaluation methodology would be an asset.

Language(s) necessary for the performance of duties

The work is mainly carried out in English (level C1 is required) and French (level B2 is the minimum required)

**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)