

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**(DG-DIR-UNIT) | **GROW-C-2** |
| **Head of Unit:****Email address:****Telephone:****Number of available posts:****Suggested taking up duty:****Suggested initial duration:****Place of secondment:** | **Katharina Knapton-Vierlich****Katharina.VIERLICH@ec.europa.eu****+32 229-60600****1****3rd 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 seconded national expert (SNE) will be part of the Unit in DG Internal Market, Industry, Entrepreneurship and SMEs that is responsible for public procurement policy. They will join a dynamic and diverse team of highly dedicated professionals at a crucial time with a number of important initiatives underway to transform public procurement into a powerful and efficient tool to achieve significant policy objectives, especially in the green and digital transition, towards a more resilient EU economy, where companies are competing on a  level playing field.

The SNE will contribute to policy development and coordination in the field of public procurement, in particular from a legal and strategic perspective and with a focus on a number of thematic cross-cutting policies.

More specifically, the main tasks to be performed by the secondee will consist of involvement, depending on particular abilities and preferences, in:

• Developing public procurement policies, especially supporting SMEs access to procurement;

• Implementing, ensuring and monitoring the proper implementation of EU policies and application of EU legislation in the area of public procurement;

• Identify and develop measures ensuring that the procurement framework delivers efficiently and effectively in the recovery from COVID-19 and the green transition;

• Participate in efforts to increase the preparedness of the EU for major emergencies;

• Ensuring reporting on the functioning of the Directives.

• Developing guidelines and orientations relating to the proper implementation of public procurement policies

• Develop new EU policies and activities or extension of existing ones in the area of activity of the unit; perform conceptual reflections and produce policy guidelines/strategy papers/reports

• Organise meetings and activities of the Expert Group on Public Procurement (EXPP)

• Handle and draft replies to oral and written questions and petitions from Members of the European Parliament as well as to investigations from the Ombudsman on matters related to public procurement

• Provide information in response to requests from the public, citizens, public administrations and other stakeholders on matters related to public procurement

• Reply to consultations from other Commission services on matters related to public procurement

• Internal and external communication of the EU policies, actions and achievements in the area of public procurement.

**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) : law, economics, political science, public administration, business management, etc. Other subjects will be considered in the light of professional experience.

Professional experience

The candidate should have demonstrated experience of developing and implementing policies in the public procurement sector. This should include experience of analyzing the contribution public procurement can make to achieve strategic policy objectives (achieving environmental and social considerations, contribution to SMEs’ participation in public procurement, contribution to innovation, etc.). This post also implies interpretation of EU legislation on public procurement, therefore, familiarity with legal texts would be a strong asset.

Language(s) necessary for the performance of duties

English is required. French would 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.

* **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)