

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**(DG-DIR-UNIT) | **TRADE-E-2 – Switzerland** |
| **Head of Unit:****Email address:****Telephone:****Number of available posts:****Suggested taking up duty:****Suggested initial duration:****Place of secondment:** | **SOURMELIS Petros****Petros.Sourmelis@ec.europa.eu****+32 22987935**1**4th quarter 2020 [[1]](#footnote-1)****2 years1**□ **Brussels** □ **Luxemburg ☒** **Other: Bern** |
|  | □**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**

Under the supervision of the Head of Section and the Head of Delegation, monitor and report to the Headquarters on the trade, investment and economic developments in Switzerland notably in areas covered by bilateral EU-Swiss agreements; contribute to the work of the Commission on EU-Swiss trade and economic relations and policy development; and provide a regular liaison between the Commission and relevant authorities and stakeholders dealing with trade and economic matters in Switzerland.

The SNE will work under the supervision of an administrator. Without prejudice to the principle of loyal cooperation between the national/regional and European administrations, the SNE will not work on individual cases with implications with files he/she would have had to deal with in his/her national administration in the two years preceding its entry into the Commission, or directly adjacent cases. In no case he/she shall represent the Commission in order to make commitments, financial or otherwise, or to negotiate on behalf of the Commission.

Main tasks:

* Contribute to the analysis and reporting on trade, investment and economic matters and developments in the host country (Switzerland) in relation to the EU; contribute to the monitoring of bilateral agreements related to trade; follow developments in areas of participation of Switzerland in the EU internal market; follow the incidence on trade-related agreements of developments on the overall EU-Swiss institutional framework.
* Monitor the country's main policy stances in areas such as multilateral trade policy, including country's positions in ongoing or planned multilateral initiatives (WTO and other international economic forums);
* Monitor the country’s bilateral trade negotiations and trade relations with its main trading partners and export promotion schemes;
* Monitor the economic and financial situation of Switzerland: economic policy, forecasts, relations with international financial institutions, etc.
* Contribute to the policy development at headquarters on trade, economic and business relations vis-à-vis Switzerland.
* Contribute to improving the business and investment climate in Switzerland, in particular by discussing trade barriers with stakeholders and addressing them with the relevant authorities, in cooperation with Headquarters.
* Liaise with representatives of EU Member States, business and other civil society stakeholders on trade, business, investment and other economic and financial matters.
* Establish cooperative working relations with the Swiss authorities working on trade and economic matters.
* Perform communication and outreach activities to present the EU trade activities and policy to a wider public (business, students, press, etc.).

**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, political sciences, economics, business administration or another relevant discipline.

Professional experience

Experience of at least 2 years in the above mentioned areas at a public authority.

Experience in third countries (Embassy, EU institution, International organization, NGO, etc.) and knowledge of EU institutions, EU external action and related EU external policies including trade policy would be an advantage.

Language(s) necessary for the performance of duties

Proficiency to write and speak in English (C1) as well as French and/or German (C1) is 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)