

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**(DG-DIR-UNIT) | **GROW-D-4** |
| **Head of Unit:****Email address:****Telephone:****Number of available posts:****Suggested taking up duty:****Suggested initial duration:****Place of secondment:** | **Lorena IONITA****lorena.ionita@ec.europa.eu****+32 229-53047**1**2nd 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 aim of the Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs is to develop a deeper and fairer internal market and to help European industrial ecosystems (in particular enterprises, SMEs, and manufacturing and services industries) to be globally competitive, innovative and sustainable.

The objective of the unit D4 “Inter-institutional relations, outreach” is to project DG GROW’s priorities and to facilitate stronger understanding and endorsement of our policies and activities in the fields of the Single Market, industrial policy and ecosystems, SMEs and investments within the framework of the twin transition and resilience priorities.

The mission of the Unit is twofold:

Inter-institutional relations:

The unit will manages and develops relations with the European Parliament, the Council, the European Economic and Social Committee, the Committee of Regions and national parliaments. The tasks also include the role of preparation of the ‘Groupe des Relations Inter-institutionnelles’ (GRI) and represent DG GROW in the pre-GRI, the management of comitology, expert groups, institutional matters and Ombudsman processes.

Outreach:

The unit is responsible for DG GROW’s outreach and communication strategies with the aim of bringing the DG´s policies closer to our audiences such as SMEs, industry stakeholders, national and regional administrations, citizens and residents of the EU. The tasks include the relations with the Spokesperson Service, other communication services of the Commission and with the Cabinet of Commissioner Breton as well as the engagement of the many and diverse stakeholders of DG GROW.

The unit is a multidisciplinary motivated team of around 15-20 colleagues working together in a very good and cooperative atmosphere. We are looking for a committed and pro-active colleague who will join the inter-institutional relations team to support to the Parliamentary Affairs Team and the Council Team (working parties).

You will contribute to the following tasks under the responsibility of the unit:

* to prepare and follow-up plenary sessions, committee meetings, bilateral meetings with MEPs, and other events related to the European Parliament;
* parliamentary questions (written and oral) and petitions;
* to prepare and follow-up relevant European Councils, Competitiveness Councils and other Council formations, including COREPER and relevant working parties;
* to prepare and follow-up the High Level Group on competitiveness
* relations with current and forthcoming EU Council Presidencies;
* to promote DG GROW’s political priorities in the institutions.

**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) : political sciences, European affairs, law or any other relevant area.

Professional experience

3 years in a field linked to Industrial policy and/or the European Internal Market (an asset).

The successful candidate should be able to identify and understand political issues at stake and think strategically about the priorities and tasks of the DG, with the ability to produce insightful political analysis. He/ she should have an eye for detail and very good coordination and inter-personal skills.

Excellent drafting skills are essential. Experience and interest in inter-institutional relations would be a clear asset. An understanding of the different portfolios covered by DG GROW would be an advantage.

Language(s) necessary for the performance of duties

Fluency in English and good command of French 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)