

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **INTPA-E-2** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **BILLAUX Cécile**  [**Cecile.Billaux@ec.europa.eu**](mailto:Cecile.Billaux@ec.europa.eu)  **+32 2 29 57306**  **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**

Unit E2 covers 3 sectors : 1) Micro-economic Analysis and Private Sector, 2) Investment Climate and Trade, and 3) Employment, Decent work, Labour standards and VET (EMPLOYMENT).

The selected candidate will work in the EMPLOYMENT sector and will principally cover the area of employment, including analysis of job markets, employment policies, improvement of employment services, labour market insertion, in particular with reference to youth, the Decent Work Agenda (with emphasis on improving working conditions and to Corporate Social Responsibility and Due Diligence, in particular within value chains) but also on social economy and inclusive business models. (S)He will have a sound general understanding of the relationships between employment, economic inclusion, trade and growth in the context of poverty reduction and their place in European Union and European Commission Development Cooperation and Foreign relations.

He/She will support the unit to fulfil its mandate and responsibilities, defined in terms of three priority areas:

1) Support to delegations in the identification, formulation and preparation of financing proposals following the various aid modalities (project, sector programmes, budget support), together with the sectorial dialogue with partner countries, other development partners and civil society. Participation on behalf of the unit in INTPA’s internal meetings for the quality assurance of proposals for actions to be funded at the identification and the formulation stages (identification fiches and action fiches) in the area of employment.

2) Support for the programming, identification, formulation and implementation of projects managed by the unit under the Global Thematic Programme of the Neighbourhood and Development Cooperation Instruments.

3) Support for/participation in the drafting of documents in respect of development policy issues in relation to employment and the drafting of various notes, briefing papers, concept and guidance notes, etc. in respect of questions linked to the fields of work and employment (for example Health and Safety at work).

* Close collaboration with other colleagues in the EMPLOYMENT sector, the other sections in INTPA E2 and other units of INTPA.
* Close collaboration with the European External Action Service and other DGs, in particular TRADE, EMPL, JUST, GROW.
* Close relations and collaboration with the EU Member States agencies, main bilateral and other donors, multilateral organisations, in particular the WB, ILO, PNUD, AFD, GIZ, DFID, etc
* Preparation of background notes in employment related fields
* Participation in international fora and in external and internal working groups and seminars concerning innovative methodologies and best practices for European aid delivery.
* Support for quality assurance in actions of the European Union and in the development of appropriate tools to support the enhancement of skills, knowledge and design and management of actions in the field of employment.
* Responsibility of a key thematic area of employment (to be defined according to the profile of the candidate).

**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) : economics (preferably in labour economics) or social sciences.

Professional experience

The management of a cooperation project in a Development Country on employment, such as a twinning project, would be an advantage.

(S)He should have a good knowledge of the development policies of the European Union and of key policy issues in the field of employment and decent work at a global level, and of external relations of the European Union and the external cooperation, and also intervention methods of European Union aid.

This should be supplemented by sound technical knowledge.

(S)He will have excellent analytical and drafting skills. (S)He should be able to adapt to a flexible working environment and should be a good team-worker as well as being able to work under pressure.

A good knowledge of the European institutions would be a bonus.

Language(s) necessary for the performance of duties

Excellent knowledge of English and French. A working knowledge of Spanish and/or Portuguese would also be a bonus.

**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)