

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**(DG-DIR-UNIT) | **ECHO-B-3** |
| **Head of Unit:****Email address:****Telephone:****Number of available posts:****Suggested taking up duty:****Suggested initial duration:****Place of secondment:** | **Felix Bloch****Felix.bloch@ec.europa.eu****+32.2.298 47 96****1****2nd quarter 2022 [[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: Montenegro, North Macedonia, Serbia, Turkey**□**the following intergovernmental organisations:**  |

**1. Nature of the tasks**

The job holder will contribute to preparedness activities of the Union Civil Protection Mechanism. (S)he will The job holder will contribute to preparedness activities of the Union Civil Protection Mechanism, i.e. s/he will organise, advise and implement activities needed for the EU Civil Protection Mechanism and rescEU.

In particular, s/he will be responsible for developing and implementing the activities relating to EU Civil Protection Mechanism Knowledge Network.

The job holder, under the supervision of a Commission official, will:

* Contribute to the conceptual reflections for the creation of future policy direction and activities of the UCPM Knowledge Network;
* Support the effective liaison / cooperation with the EU Member States on issues around the Knowledge Network;
* Support further activities for laying the foundations and design of the Knowledge Network, in particular as regards trainings and exercises, such as Modex.
* Contribute to the Knowledge Network strategy, organisation, planning of schedules, tasks, deliverables and priorities and ensure their implementation, in particular as regards trainings and exercises, such as Modex.
* Provide policy / data analysis related to the development of the Knowledge Network, e.g. knowledge mapping.
* Assist in information flow and distribution, contribute to the Knowledge Network website, publication and communication tools;
* Contribute to the drafting of the call for tender technical specifications taking into account the lessons learned and monitoring conclusions;
* Participate in the call for tenders evaluation committees;
* Contribute to policy proposals, background papers, legislative texts, briefings in relation to the job areas;
* Coordinate actively with other DG ECHO units in the job areas;
* Cooperate with Member States, other Commission services and/or the European External Action Service in the job areas;

The job assignment requires flexibility as regard to working hours and travels.

In no case, the job holder shall represent the Commission for legal and financial matters or shall negotiate on behalf of the Commission.

Due to the nature of DG ECHO's mandate, the DG must be able to respond rapidly in times of crisis. A flexible approach might be requested from the job holder with respect to his/her responsibilities and travels. S/he could be called to act as a UCPM liaison officer for disaster response inside and outside the European Union

**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) : related to civil protection or disaster management.

Professional experience

Proven experience in emergency management, such as experience in civil protection, disaster management, humanitarian aid.

The candidate must be familiar with the Union Civil Protection Mechanism.

International field experience in Civil Protection and Disaster Management will be considered an asset.

The candidate should have solid organisational skills and should have excellent writing skills.

Team spirit is essential.

Language(s) necessary for the performance of duties

Fluency in English is a must. Knowledge of French and/or German will be considered 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)