

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **CNECT-F-4** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Fabrizia BENINI**  [**fabrizia.benini@ec.europa.eu**](mailto:fabrizia.benini@ec.europa.eu)  **+32 2 2966417**  **1**  **3rd quarter 2020 [[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**

* Contribute to the design, implementation, follow-up and monitoring of policies related to the digital society and economy in Europe. Support for research and innovation actions and programmes for the deployment of advanced digital technologies. This includes researching and analyzing data as well as developing underpinning studies.
* Writing analytical reports, presentations, speeches and briefings, etc.
* Support the unit in the coordination of the European Semester for the Directorate-General, in particular by acting as country desk for one or two countries
* Liaison with other DG units, other Commission services, with partners and national and international organizations.

The mission of the Directorate-General for Communications Networks, Content & Technology (DG CNECT) is to develop a Digital Single Market in order to generate smart, sustainable and inclusive growth in Europe.

A core team of the DG, unit CNECT. F.4 "Digital Economy and Skills" generates the data, evidence and analysis underpinning the Commission’s policies and initiatives to make Europe, its citizens and businesses more digital. We are an enthusiastic, passionate and committed team composed of a diverse mix of profiles working at the heart of the Digital Single Market Strategy.

We publish the Digital Economy and Society Index (DESI), the EU’s benchmarking tool monitoring Member States' progress in digital. The DESI and country knowledge also feed into the DG’s input for the European Semester exercise which the unit coordinates. The unit is a coordination point with several DGs, and coordinates competition policy matters in DG CONNECT. We are also responsible for policy development and delivery in the area of digital skills through concrete initiatives such as the Digital Skills and Jobs Coalition, Digital Opportunity Traineeships or EU Codeweek.

**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 or similar studies, law, natural sciences or engineering, political sciences.

Professional experience

At least 3 years in an equivalent position at national, regional or local level. The expert must have a good understanding/knowledge of the digital economy, including the evolution of technologies, research and markets and/or regulatory frameworks. Knowledge of European research and innovation policies will be an advantage.

Language(s) necessary for the performance of duties

The SNE must know two EU languages. For the proper performance of the tasks, a good knowledge of English is required, i.e. a very good comprehension and writing skills. Knowledge of French is recommended.

**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)