

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **EMPL-D-3** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Lluís Prats**  [**Lluis.prats@ec.europa.eu**](mailto:Lluis.prats@ec.europa.eu)  **+32 2 2966994**  1  **1st 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 EMPL.D.3 is looking for an SNE to contribute to the implementation of the Unit's key objectives.

We are the International Unit of the Directorate-General for Employment, Social Affairs and Inclusion (DG EMPL) within the European Commission. Looking from Europe to the rest of the world, our main goals are: to uphold fundamental social rights for everyone; to contribute to sustainable development and poverty eradication; to harness globalisation; and to foster a social level playing field for all. We aim at achieving these objectives by means of the promotion of the external dimension of EU employment and social instruments, building on the European Pillar of Social Rights and the EU international commitments in these domains.

In the pursuit of these goals, the Unit implements the following main policies:

* We support pre-candidate and candidate countries to EU membership by means of promoting integrated economic and employment social policies (the Economic Reform Programmes), developing institutional capacities, approximating to the EU acquis and contributing to the new EU strategy for the Western Balkans.
* We develop EU strategies focusing on the decent work agenda as included in the United Nations Sustainable Development Goals (SDGs), in collaboration with many Commission services, but notably on trade and labour issues (follow-up of policy related to Free Trade Agreements, GSP plus, EBA, global supply chains).
* We also support the DG's relations on social issues:

o in the international for a, notably with the International Labour Organization (ILO), but also with organisations and multilateral fora, such as the G7, G20, United Nations, ASEM, OECD and the Council of Europe and

o with third countries and regions, including the EU's strategic partners

To this aim, we ensure our DG’s coordination with other services of the Commission.

We propose a challenging and interesting position for a highly motivated candidate with the necessary experience to join our team as policy officer to work on a number of the files of the Unit.

The selected candidate will typically be in charge of bilateral relations with selected countries and / or international organisations, as well as some horizontal files, depending on his/her experience and the specific needs of the unit.

The main tasks entail drafting policy documents, preparing briefings (mainly in English), participating in internal and external meetings, liaising with other Commission services, and ensuring cooperation and communication with third countries and international organisations.

The successful candidate is also expected to spend part of his/her time in international missions outside the EU, some of them announced at short notice.

**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) : preferably economy, law , social sciences and/or political science, international relations, or equivalent.

Professional experience

* In depth experience in employment and social policies and/or trade policy, especially in relation to decent work and international agreements;
* Experience in international cooperation;
* Experience of working in a multi-disciplinary and multinational environment;
* Experience with the working methods of international organisations, in particular the ILO
* Familiarity with the decision-making processes of the European Union.

Language(s) necessary for the performance of duties

Excellent knowledge of English (written and oral). A very good knowledge of French would be a clear asset. Command of other languages, such as German or Spanish would be useful, and any other language an advantage.

**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)