

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **NEAR-B** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Philip Mikos**  [**Philip.Mikos@eeas.europa.eu**](mailto:Philip.Mikos@eeas.europa.eu)  **+212537579827**  1  **4th quarter 2020 [[1]](#footnote-1)**  **2 years1**  □ **Brussels** □ **Luxemburg ☒** **Other: Rabat, Morocco** |
|  | □ **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: EPO** | |

**1. Nature of the tasks**

Placed within the Operational Governance Section (OPT 1), the Policy Officer will assist the Head of the Operational Section and the Head of Cooperation of the Delegation with policy analysis, reporting and other tasks as described below. He/she will work as an interface between the operational and policy sections and help to maximize synergies between them.

Duties & responsibilities

* Collect and analyse information on developments in Morocco in the field of political, economic and social reforms, focusing on reforms supported by the EU and/or identified as priorities in the ENP Action Plan, including human rights, good governance and democracy.
* Contribute to the regular reports on the implementation of the ENP Action Plan, in coordination with all sections of the EU Delegation and in particular the political section.
* Support the operational and political sections by providing regular reports on reforms by drafting thematic notes and collecting information on various thematic issues.
* Contribute to sectoral analysis of national policies/strategies
* Contribute to promoting regular dialogue on sectoral policies with Ministries, agencies, technical and financial partners, civil society organizations and other parties in the area(s) of competence.
* Act as an interface between the cooperation teams and the policy teams on programming issues with a political dimension, in particular on joint programming (EU and EU Member States). Act for the cooperation sections as a focal point on specific cross-cutting issues, such as prevention of violent radicalisation.
* Preparation of sectoral information for headquarters
* Study and monitor sectoral issues and inform headquarters regularly and in a timely manner (including providing early warning of potential conflict) as well as respond to any specific requests on national sectoral policy and its developments.
* Contribute to briefings, reports and other documents to headquarters, ensuring inclusion of issues related to the sector(s) of competence.
* Prepare regular briefings on request; assist the Cooperation and Policy sections in drafting briefings, speeches/addressing notes for the Head of Delegation or for HQ.
* Contribute to the dissemination within the Delegation of information in the area of competence
* Monitoring of project/programme implementation
* Contribute to the monitoring of ongoing projects/programmes in the field of competence.
* Coordinate activities with relevant colleagues in the Delegation and maintain regular contacts with other donors active in the host country in the field of competence.
* Assist the Head of Cooperation and the Head of the Political Section in preparing and reporting on meetings and events (donor working groups, meetings with civil society, meetings with EU Member States, ad hoc working groups).
* Maintain effective contacts with local operators on the ground, with national authorities and institutions, with representatives of Member States' diplomatic missions, with representatives of the main international donors, with NGOs and with other local non-official actors.
* Preparing missions from headquarters, ensuring that they run smoothly and, where appropriate, participate
* External communication concerning EU actions in the field of competence
* Provide support for visibility activities and media products, upon request.
* Contribute to the Delegation's publications and to the production of messages and content relating to the sector(s) of competence
* Participate, where appropriate, to the Delegation's communication via social networks

The SNE will work under the supervision of an administrator. Without prejudice to the principle of loyal cooperation between the national/regional and European administrations, the SNE will not work on individual cases with implications with files he/she would have had to deal with in his/her national administration in the two years preceding its entry into the Commission, or directly adjacent cases. In no case he/she shall represent the Commission in order to make commitments, financial or otherwise, or to negotiate on behalf of the Commission.

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**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) : law; desirable human rights; social sciences.

Professional experience

Experience relevant to the post: at least 3 years

Experience in monitoring policies in the field of good governance and/or human rights

Experience of at least 2 years in a third country

Language(s) necessary for the performance of duties

French C1, English B1.

**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)