

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**(DG-DIR-UNIT) | **TAXUD-B-2** |
| **Head of Unit:****Email address:****Telephone:****Number of available posts:****Suggested taking up duty:****Suggested initial duration:****Place of secondment:** | **Diego PAPALDO – acting****Diego.Papaldo@ec.europa.eu****+32 229-64901****1****1st 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**

The candidate will integrate the EAS (Enterprise IT Architecture & Strategy) sector of the TAXUD.B.2 Unit (Architecture & Digital operations), as project manager.

TAXUD.B is in charge of the strategy, planning and design of digital Trans-European Systems for the two policy domains of Customs and Taxation. The EAS Sector is in charge of the enterprise architecture, as well as of the development and deployment of the IT platforms used by TAXUD business applications.

The Project Manager will be in charge of some of the current projects handled by the sector, namely TSOAP/CDCO (TAXUD SOA Platform, and its successor Centrally Deployed Centrally Operated), SSV (Shared Services), TAPAS (TAXUD Access Point for AS4), and eArchiving, all of which currently are subject to an Architecture Revision. In addition the Project Manager will be in charge of the project follow-up of CCN2 (Common Communication Network 2).

The position covers a wide range of activities including software development and maintenance, IT infrastructure development, project management and relations with Member States[[2]](#footnote-2).

In particular she/he will:

* Perform Project Management of the projects under scope, in all their life cycle phases (inception, elaboration, construction and transition);
* Coordinate the projects' various stakeholders (DG TAXUD business and IT teams, subcontractors' teams, COTS providers, Member States' representatives, etc...);
* Supervise contract performance (deadlines, specifications, expenditure, etc...);
* Allocate tasks/responsibilities to the project team: workload, work organisation, schedules and priorities;
* Provide feedback and guidance to the contractors in order to have them deliver according expectations;
* Define the specifications (i.e. technical, procedural, budgetary…) of Requests for Estimate and evaluate the received offers;
* Understand the technological aspects of the project, including the risks and the success factors. Work with the help of solution architects/IT analysts on complex matters;
* Guide and follow-up in-house contractor staff: work programme, workload, work organisation, schedules, priorities, review of deliverables;
* Inform the hierarchy on the evolution of the services and projects under his/her responsibility and on any event deserving their attention.

**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) :

 Information Technology, Telecom, Electronic Engineering and related technological areas.

Professional experience

* At least 4 years of experience in IT Project Management;
* Experience in SOA middleware platforms technologies involving technologies like (but not limited to) web services, web application servers, SOA, Oracle Service Bus, database technologies (ORACLE), message queueing services (MQseries), XML, SOAP, REST, messaging patterns, storage and backup services, application infrastructure services and related domains is a definite asset;
* Experience in IT infrastructure domains involving subjects as (but not limited to) datacentre infrastructure, IT security, IP networks, telecom services, service delivery management, IT monitoring, virtualization technologies, application infrastructure, storage, software development is an asset;
* Experience in technologies used both by TAXUD and Member States in Customs and/or Taxation domains is a definitive asset;
* Experience in public administration procurement, contract management and service management is an asset;

Any other industry certification and/or relevant training considered as an asset.

Language(s) necessary for the performance of duties

Excellent knowledge of English is required to be able to perform tasks and draft deliverables. Knowledge of the working languages of the Commission and/or other European languages would be 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). This decision is available on <http://ec.europa.eu/civil_service/job/sne/index_en.htm>.

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)
2. In accordance with Article 6 of the Commission Decision of 12 November 2008 laying down rules on the secondment to the Commission of national experts and national experts in professional training (C(2008) 6866 final). [↑](#footnote-ref-2)