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| Logo of the European Commission, 12 yellow stars on a blue background arranged in a circle and framed by two light grey graphic elements representing the Berlaymont building, which is the headquarter of the European Commission. | EUROPEAN COMMISSION |

VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

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| DG – Directorate – Unit | COMM-B-2 |
| Post number in sysper: | 357909 |
| Contact person:  Provisional starting date:  Initial duration:  Place of secondment: | **Jens MESTER,HoU B.2 – Interinstitutional Relations, Corporate Contracts & EDCC Europe Direct Contact Centre**  1st quarter 2024  2 years  Brussels  Luxemburg  Other: Click or tap here to enter text. |
| Type of secondment |  |
| This vacancy notice is open to:    as well as  The following EFTA countries:  Iceland  Liechtenstein  Norway  Switzerland  The following third countries: ….  The following intergovernmental organisations: … | |
| Deadline for applications |  |

**Entity Presentation (We are)**

The Directorate-General for Communication is the Commission department responsible for explaining EU policies to outside audiences. It keeps the Commission abreast of political developments and of trends in public opinion and the media. DG Communication is under the direct responsibility of the President of the European Commission.

The unit comprises around 25 staff members and supports the corporate communication of the Commission in the following areas: interinstitutional relations, through corporate communication framework contracts and the Europe Direct Contact Centre. The unit also oversees the implementation of the corporate rules for communication and visibility in EU funding programmes.

The SNE will be attached to the interinstitutional sector that is responsible for the coordination of the implementation of the Commission’s approach to communicating ahead of the European elections and also coordinates the ordinary interinstitutional tasks for the Directorate-General.

**Job Presentation (We propose)**

We are proposing a position for a communication specialist who will support the Directorate-General for Communication in the coordination of interinstitutional relations in the communication field to ensure smooth relations with the other Institutions.

The tasks in support of the Commission’s and EU priorities cover the following areas

* operational aspects of interinstitutional cooperation: follow up on communication actions of other institutions that require coordination within the Directorate-General and/or the Commission, coordination of meetings, preparation of briefings, reports and other key documents requested from the Unit;
* coordinate the DG’s replies to questions by Members of the European Parliament and replies to citizens’ complaints submitted to the European Ombudsman;
* coordinate the interinstitutional dimension of Europe Day;
* ensure the follow-up of policy developments in the area of communication with communication services of the European Parliament, the Council, the European Economic and Social Committee or the Committee of the Regions;
* help coordinate the implementation of the corporate rules for communication and visibility in EU funding programmes.

In 2024, the SNE will also support the Directorate-General in the following key areas

* implementing the Commission’s approach to communicating ahead of the European elections 2024. This takes place inside DG COMM, with Commission Representations in Member States, with Commission policy DGs and through our cooperation with the European Parliament.
* contributing to the follow-up in view of the transition to a new institutional cycle (new mandates of the European Commission and the European Parliament).

**Jobholder Profile (We look for)**

We are looking for an experienced, versatile communication expert with excellent knowledge of the Commission’s political priorities and key EU policies, a strong sense of purpose and a solid understanding of external communication in the Commission. The successful candidate will:

• be dynamic, motivated, and open-minded;

• be able to deliver timely and high quality results;

• have strong communication and drafting skills, and be able to apply sound political judgement and structured reasoning to convey complex content in a clear and convincing way;

• have experience in external communication in the public sector;

• be able to work under pressure.

**Eligibility criteria**

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).

Under the terms of the SNE Decision, you need to comply with the following eligibility criteria at **the starting date** of the secondment:

* 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: having worked for at least one full year (12 months) with your current employer on a permanent or contract basis.
* Employer: must be a national, regional or local administration or an intergovernmental public organisation (IGO); exceptionally and following a specific derogation, the Commission may accept applications where your employer is a public sector body (e.g., an agency or regulatory institute), university or independent research institute.
* 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. If you come from a third country, you must produce evidence of a thorough knowledge of the EU language necessary for the performance of his duties.

**Conditions of secondment**

During the full duration of your secondment, you must remain employed and remunerated by your employer and covered by your (national) social security system.

You shall exercise your duties within the Commission under the conditions as set out by aforementioned SNE Decision and be subject to the rules on confidentiality, loyalty and absence of conflict of interest as defined therein.

In case the position is published with allowances, these can only be granted when you fulfil the conditions provided for in Article 17 of the SNE decision.

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](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32015D0444). It is up to you to launch the vetting procedure before getting the secondment confirmation.

**Submission of applications and selection procedure**

If you are interested, please follow the instructions given by your employer on how to apply.

The European Commission **only accepts applications which have been submitted through the Permanent Representation / Diplomatic Mission to the EU of your country, the EFTA Secretariat or through the channel(s) it has specifically agreed to**. Applications received directly from you or your employer will not be taken into consideration.

You should draft you CV in English, French or German using the **Europass CV format** ([[Create your Europass CV | Europass](https://europa.eu/europass/en/create-europass-cv)](http://europass.cedefop.europa.eu/en/documents/curriculum-vitae)). It must mention your nationality.

Please do not 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.

**Processing of personal data**

The Commission will ensure that candidates’ personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council ([[1]](#footnote-1)). This applies in particular to the confidentiality and security of such data. Before applying, please read the attached privacy statement.

1. () Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39 [↑](#footnote-ref-1)