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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 C4 |
| Post number in sysper: | 292061 |
| Contact person:Provisional starting date:Initial duration:Place of secondment: | Ana Juarez, Networks in the Member States. Deputy Head of Unit +32498994747 ana.juarez@ec.europa.eu2nd quarter 20252 years[x]  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 | Latest application date: 25-11-2024 |

**Entity Presentation (We are)**

Unit COMM C4 “Networks in the Member States” is a dynamic and friendly team of currently 11 persons. The Unit is responsible for managing several networks in the Member States dedicated to supporting local communication to citizens on the ground. These include first and foremost the EUROPE DIRECT network, comprising some 440 centres spread across the EU; the joint network with the Committee of the Regions of regional and local elected Councillors “EULC”; the network Team EUROPE DIRECT, a roster of speakers engaging with national and local audiences on EU topics and the European Documentation Centres, hosted in public or university libraries in over 200 EU locations. Given their roles on the ground, these networks play a key role in the deployment of the next generation of citizen engagement. The Unit develops a close coordination between these networks and those of other DGs, at headquarters level and fostering network cooperation on a regional basis. It also organises the programme “Back to school/Back to university", which supports visits of EU staff from several institutions to schools and universities in all EU Member States.

In all its activities, the unit works in close cooperation with the Representations and Regional Offices in the Member States.

**Job Presentation (We propose)**

We are offering an interesting and dynamic position as Seconded National Expert dealing with very visible communication initiatives related to active citizens engagement at local level. The SNE will be involved in the work of the Unit and in particular in the running of the “ EU Local Councillors” network, in very close cooperation with the Committee of the Regions and the European Parliament. The SNE will also be involved in other tasks related to the work of the Unit.

The job entails coordination of the Representations’ communication activities on EU-related topics, including contacts with national authorities, awareness raising or social media activities, participation in internal meetings, contribution to and preparation of briefing notes and analytical material related to EC communication priorities.

**Jobholder Profile (We look for)**

Excellent project management skills are required. Given the visibility of the projects run by this team, we also need the capacity to deliver clear and effective presentation to potentially large or politically sensitive audiences, including an active approach to network.

Very good analytical skills. Satisfactory oral and drafting skills in English are needed.

Working knowledge of French and/or other EU languages is a definite advantage given the local dimension of the projects ran by the team.

Excellent organisational skills, as well as a positive, hands-on attitude and good judgement are essential.

**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)