EUROPEAN COMMISSION

# VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

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| DG – Directorate – Unit | DG JUST — DIR C — UNIT C4 — Democracy, Union Citizenship and Free Movement |
| Post number in sysper: | Job no. 124389 |
| Contact person:Provisional starting date: Initial duration:Place of secondment: | Marie-Hélène Boulanger Marie-Helene.Boulanger@ec.europa.eu1st quarter 20252 years☒ Brussels ☐ Luxemburg ☐ Other: |
| Type of secondment |  |
| This vacancy notice is open to:P26C9T2#yIS1as well as* The following EFTA countries:
	+ Iceland ☐ Liechtenstein ☐ Norway ☐ Switzerland
* The following third countries: ….
* The following intergovernmental organisations: …

P33C9T2#yIS1 |
| Deadline for applications |  |

**Entity Presentation (We are)**

The mission of the Unit is at the core of the Commission's action for European citizens and their citizenship rights – Democracy, free movement of persons, and consular protection. We ensure that citizens are able to enjoy their rights and are well informed about them. This unit is responsible for:

* implementing and promoting Democracy and Union Citizenship;
* promoting democracy in the EU, including through measures to support free and fair elections, resilient democratic processes and increasing democratic legitimacy of the Union and engagement on EU citizens in the democratic life of the Union;
* safeguarding and promoting the electoral rights of mobile European citizens in local and European elections in the Member State where they reside also in the perspective of the next European elections;
* ensure in the area of democracy follow-up the Defence of Democracy package as well as the regulation on the transparency and targeting of political advertising;
* the EU Citizenship Report, setting out concrete actions to promote and develop EU citizenship rights further;
* EU citizenship rights and policy, contributing to the development and implementation of policy actions;

The unit is composed of 22 people with a very good, cordial team spirit and a high level of energy and commitment

# Job Presentation (We propose)

The successful candidate will especially contribute to policy developments in the field of democracy and elections. He or she will among others:

* prepare analysis of democracy and elections related topics;
* support the preparation of policy proposals;
* support interinstitutional negotiations;
* take part in inter-service meetings;
* manage expert groups;
* work closely with other DGs on relevant topics;
* prepare briefing notes and speeches on the Commission’s position and on the expected impact of undertaken policies;
* collect information from Member States and/or third parties on national legislation and practices;
* handle individual enquiries and complaints or cases brought forward by the services of the Commission, Member States and/or other interested parties.

# Jobholder Profile (We look for)

We look for a dynamic and motivated colleague, interested in and having experience of at least 3 years in policy design and development in the area of democracy and free and fair elections. S/he will contribute to policy developments in the area of democracy and EU citizenship rights, to ensuring the implementation of the Commission's political guidelines and priorities. Experience in the design and implementation of policy initiatives and their implementation would be beneficial. S/he must have experience in negotiations, be able to work on sensitive and political topics under the supervision of Commission officials, be a very good team player, enjoy a high level of responsibility, and be able to find and propose creative solutions to problems. Candidates should have excellent organisational skills with the ability to deliver quality results. S/he must show drive, initiative and creativity in her/his job. Speak and drafting in English is 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)](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32015D0444) [2015/444 of 13 March 2015.](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32015D0444) 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)). 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). 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