

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**(DG-DIR-UNIT) | **SG-E-1** |
| **Head of Unit:****Email address:****Telephone:****Number of available posts:****Suggested taking up duty:****Suggested initial duration:****Place of secondment:** | **Olivier Girard****olivier.girard@ec.europa.eu****+32 2 2987758**1**1st quarter 2021 [[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**

Unit E.1 is responsible for policy coordination in the area of "Digital transition, industry and single market" in the Secretariat-General. The Unit supports the President and the Vice-Presidents in their role to define strategic objectives and priorities, shape cross-cutting policies and facilitate the smooth functioning of the Commission and the inter-institutional process. Its mandate encompasses internal market, industry, competition, research and innovation, communication networks, content and technology.

In fulfilling these tasks, the unit liaises closely with DG GROW, DG RTD, DG CNECT, DG COMP and the JRC. The unit follows in particular the work of the European Parliament committees dealing with Internal Market and Consumer Protection (IMCO) and Industry, Research and Energy (ITRE).

We aim to be a service-oriented, modern, transparent and responsible Unit working to the highest standards of ethics and integrity. Our action is guided by the need to direct efforts on issues that matter for citizens and businesses, and on which the European scale can provide significant added value compared to action at national, regional or local level. It is based on the principles of collegiality, coherence, smart regulation and evidence-based policy-making.

To fulfil its tasks, the unit oversees the policy coordination process in relevant areas, facilitates solutions, advises the hierarchy and political level and proposes possible ways forward. We participate in trilogue negotiations and relevant European Parliament and Council meetings and assist lead services in taking forward the Commission's position and its priorities. We provide orientation notes, flash reports and briefings. We co-ordinate the preparation of horizontal projects and policy documents where the focus is on policy areas under our responsibility. We support a reinforced planning process and provide regular updates and political intelligence to the hierarchy of the Secretariat General and the Cabinets of the President and Vice-Presidents.

We propose an attractive position of a policy officer in the area of industry and single market with a particular focus on coordinating inter-service work in a number of key sectors of relevance for the twin digital and green transitions. The successful candidate would be responsible for ensuring that the concrete initiatives and proposals are fully aligned with the political objectives of the Commission. She/he would be expected to contribute to all stages of the decision-making process from inception, planning, impact assessment to adoption by the College and the inter-institutional process involving the Council and the European Parliament. Furthermore, she/he would be asked to assist the cabinets of the President and Vice-Presidents and prepare briefings.

**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 and/or economics.

Professional experience

The candidate has a solid knowledge and proven track record in the field of regulation of industry and/ or single market. Specific experience in the area of free movement of goods and services, products regulation and/or the industrial dimension of the Green and the Digital transitions would be a considerable asset.

Experience with preparing horizontal, cross-cutting policy strategies, legislative proposals and inter-institutional negotiations would be an asset. The successful candidate can combine detailed knowledge of relevant files with the focus on the bigger picture. She/he can quickly analyse and present complex policy issues and has excellent negotiation skills. She/he is result oriented.

The candidate will work as a member of a strong team working closely with other parts of the SG, other entities in the Commission and external stakeholders. She/he will be expected to deliver high quality input in a very time-sensitive environment. This includes the ability to organise her/his work in line with the needs of the service.

Language(s) necessary for the performance of duties

English, knowledge of French being 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).

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)