

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **GROW-D-2** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Ulla ENGELMANN**  [**Ulla.engelmann@ec.europa.eu**](mailto:Ulla.engelmann@ec.europa.eu)  **+32-229-57624**  **1**  **1st quarter 2022 [[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 aim of the Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs (DG GROW) is to develop a deeper and fairer internal market and to help European industrial ecosystems (in particular enterprises, SMEs, and manufacturing and services industries) to be globally competitive, innovative and sustainable.

Unit D2 connects all industrial players in the ecosystems from big industry to SMEs and including innovators, business support bodies and civil society. It supports entrepreneurs and businesses of all sizes to innovate, access the Single Market, become more competitive and resilient, and make the green and digital transition. In doing so, it relies on open and inclusive networks, alliances and programmes such as the Industrial Forum, European clusters networks, Enterprise Europe Network, Erasmus for Young Entrepreneurs, and Advanced Technology Centres. It ensures Horizon Europe support for the EU’s industrial policy goals and helps businesses to tap into local, regional and European opportunities to grow.

We are looking for an experienced, team-focused, and well-organised colleague to join our Enterprise Europe Network team.

The primary focus of the post will be developing and implementing policy on how to help ambitious SMEs, start-ups and scale-ups to innovate, but the post holder will also be expected to contribute to efforts to better link the EEN up with regional support strategies and to a renewed effort to increase the visibility of the EEN among potential SME beneficiaries.

The successful candidate is expected to:

• Develop and implement policy on how to help ambitious SMEs, start-ups and scale-ups to innovate and internationalise; and contribute to the setup of the new EEN starting in 2022;

• As part of this, manage the innovation aspects of the work of the EEN, and notably increase SME participation in Horizon Europe and other research and innovation related support, foster the uptake of innovation management capacities and technology transfer activities of SMEs, and ensure the successful roll-out of new EEN activities supporting the European Innovation Council (EIC);

• Develop and implement policy on better integration of the EEN with regional support services;

• Contribute to a renewed communication and awareness-raising strategy for the EEN.

In all these tasks, the policy holder will be expected to exploit any possible synergies with other EU programmes or networks such as the European cluster network. They will also be expected to contribute to the work of the unit more widely and to horizontal project teams on cross-cutting files.

The successful candidate will have:

• Excellent analytical and policy development skills;

• Strong interpersonal skills and ability to build networks;

• Strong oral and written communication skills, especially in English;

• Strong attention to detail and coordination and planning skills;

• The ability to work in a proactive and independent way but also to work effectively in a team;

• Experience with the Enterprise Europe Network or SME support agencies would be a strong asset.

**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) : political science, European Affairs, law or any other relevant area.

Professional experience

3 years in a field linked to industrial policy and/or policies and funding to support innovation (an asset).

Language(s) necessary for the performance of duties

Knowledge of one of the EU official languages and a satisfactory knowledge of another EU official language to the extent necessary for the performance of the duties.

**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](mailto: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](mailto: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](mailto: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)