

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**(DG-DIR-UNIT) | **OIB-CPE** |
| **Head of Unit:****Email address:****Telephone:****Number of available posts:****Suggested taking up duty:****Suggested initial duration:****Place of secondment:** | **Philippe Loop – Acting Head of Department****Philippe.Loop@ec.europa.eu****+32 2 29 93720**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**

The Office for Infrastructure and Logistics in Brussels (OIB) is responsible for carrying out all activities relating to the accommodation of staff, the management of social infrastructure and the logistics of the European Commission in Brussels as well as the management of social infrastructure at the European Commission's Ispra site in Italy.

The role of the OIB is to ensure a functional, safe and comfortable workplace for all European Commission staff, and to provide high-quality support and services in terms of staff welfare, based on a user-oriented approach and in an environmentally-friendly and cost-effective way. For more information on the OIB, see the link below: <https://ec.europa.eu/oib/about_en.cfm>.

The Childcare Facilities Department 'Early Childhood Centre' offers a high-quality childcare service focused on well-being and socialisation for children of officials and other servants of the European Institutions and Agencies in Brussels. Our nurseries (OIB.CPE.1), kindergartens and childminding facilities (OIB.CPE.2) are run by dynamic and motivated educational teams of about 500 people. Administrative and logistical support is provided by a specific unit (OIB.CPE.3).

In order to strengthen this department, contribute to the future development of services related to early childhood and take part in a reflection on logistical and buildings-related matters in the wider context of the Commission’s buildings policy in Brussels, the OIB is seeking the support of a qualified seconded national expert who is interested in working in a dynamic and multicultural environment.

We are offering a position for a Seconded National Expert who is a lawyer. He or she will mainly be responsible for participating in the modernisation and recasting of the regulatory framework and procedures relating to the department’s activities as a whole. The post involves the following tasks in particular, which will be carried out within a small unit attached to the head of department:

* Analyse the current legal and regulatory framework,
* Propose measures for modernisation, improvement and simplification,
* Follow up on their implementation in order to achieve excellent standards in the services provided by the 3 units of the department,
* Coordinate the follow-up with the 3 units of the Childcare Facilities Department and the other stakeholders: equivalent services in Luxembourg, the Directorate-General for Human Resources of the European Commission, other institutions, relevant joint committees.

We are looking for an employee who is dynamic, enthusiastic, capable of taking initiative and willing to engage in a small team. The ideal candidate will have experience in the legal field in an administrative environment and good drafting, process analysis and summarising skills. He or she will also have good organisational, coordination and planning skills and a talent for interpersonal communication in an ever-changing environment. This post requires both an ability to work independently and as part of a team. An excellent knowledge of French and some knowledge of English are necessary. Knowledge of any other language is an advantage.

**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 or public administration.

Professional experience

A minimum of 3 years' professional experience in the management of legal and/or administrative matters.

Language(s) necessary for the performance of duties

An excellent knowledge of French and some knowledge of English are necessary. Knowledge of any other language is an advantage.

**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)