

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

|  |  |
| --- | --- |
| **Post identification:**  (DG-DIR-UNIT) | **ENV-B-1** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Emmanuelle MAIRE**  [**Emmanuelle.MAIRE@ec.europa.eu**](mailto:Emmanuelle.MAIRE@ec.europa.eu)  **+32 229-91586**  **1**  **2nd 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 task of the SNE is to promote green public procurement across the European Union in order to green EU consumption of public byers and give an advantage to companies investing in green business models and products.

The SNE will promote green public procurement through voluntary actions. She/he will ensure the update of green public guidance documents (eg. for schools and office buildings, textiles). She/he will ensure that a Helpdesk supports public authorities across the European Union and that trainings are offered to public purchasers. She/he will ensure the dissemination of newsletters with best practices.

The SNE will also support colleagues in the European Commission to enshrine binding green public procurement criteria in specific proposals for legislation (eg batteries, sustainable product policy, food policy etc.), in line with the Circular economy action plan. Monitoring the green public spending across the Member States will remain one important tasks.

The SNE will organise the meetings of the Advisory expert group on green public procurement, and manage contracts, under the supervision of the head of unit.

She/he will be the contact point for the Directorate general for Internal Market, Industry, Entrepreneurship and SMEs - DG GROW - which is leading on public procurement, the main interested Directorates general and will work closely with the JRC (technical support).

Without prejudice to the principle of loyal cooperation between the national/regional and European administrations, the SNE will not work on individual cases with implications with files he/she would have had to deal with in his/her national administration in the two years preceding its entry into the Commission, or directly adjacent cases. In no case he/she shall represent the Commission in order to make commitments, financial or otherwise, or to negotiate on behalf of the Commission.

POLICY DEVELOPMENT

Under the supervision of a Commission official, develop policies on green public procurement through voluntary and binding actions, leading to a greater uptake of green public procurement across the European Union.

PRODUCING LEGISLATION (generic)

Under the supervision of a Commission official, support the development of Commission’s proposals that include binding criteria for the uptake of green public procurement of specific products, and support the negotiations with EU institutions.

POLICY IMPLEMENTATION

Under the supervision of a Commission official, implement policies on green public procurement by ensuring regular meeting of the Advisory Board on public procurement with national authorities and key stakeholders; ensuring the update of green public guidance documents (eg. for schools and office buildings, textiles) together with the Joint Research Centre; ensuring that a Helpdesk supports public authorities across the European Union and that trainings are offered to public purchasers; and ensuring the dissemination of newsletters with best practices.

TECHNICAL ANALYSIS and ADVICE

Under the supervision of a Commission official, provide technical analysis and advice focussing on environmental aspects in policy documents of other services as well as in replies to Interservice Consultations.

MONITORING LEGISLATION

Under the supervision of a Commission official, and in close contact with the Directorate general for the Internal market Industry, Entrepreneurship and SMES, provide contributions on the monitoring of the uptake of green public procurement and on specific aspects of green public procurement policies.

EXTERNAL COMMUNICATION (general)

Under the supervision of a Commission official, provide policy advice for public authorities on how to take into account environmental considerations in Public Procurement contracts, and promote green public procurement policies towards EU institutions, international organisations, stakeholders and the general public.

**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) : public policies with a political, economic, legal or environmental background.

Professional experience

Job-Related experience: at least 3 years

The candidate should have experience with the development and implementation of policies in the field of environment or economic/industrial affairs, preferably on circular economy and green public procurement. The candidate should have a good knowledge and professional experience with the European Union institutions.

Language(s) necessary for the performance of duties

English B1

French A1, 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](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)