



## VACANCY NOTICE

### SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION

<b>Post identification:</b> (DG-DIR-UNIT)	European Commission, Service for Foreign Policy Instruments, Unit FPI.5, Foreign Policy Regulatory Instruments and Co-ordination
<b>Head of Unit:</b> <b>Email address:</b> <b>Telephone:</b> <b>Number of available posts:</b> <b>Suggested taking up duty:</b> <b>Suggested initial duration:</b> <b>Place of secondment:</b>	Marika Lautso-Mousnier marika.lautso-mousnier@ec.europa.eu +3222988298 1 3rd... quarter 2023 <sup>1</sup> 2 year(s) <sup>1</sup> X Brussels <input type="checkbox"/> Luxemburg <input type="checkbox"/> Other: .....
	<input type="checkbox"/> With allowances <input checked="" type="checkbox"/> Cost-free
<p><b>This vacancy notice is also open to</b></p> <p><input checked="" type="checkbox"/> <b>the following EFTA countries :</b>  <input checked="" type="checkbox"/> Iceland <input checked="" type="checkbox"/> Liechtenstein <input checked="" type="checkbox"/> Norway <input type="checkbox"/> Switzerland  <input type="checkbox"/> EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway)</p> <p><input type="checkbox"/> <b>the following third countries:</b></p> <p><input type="checkbox"/> <b>the following intergovernmental organisations:</b></p>	

#### 1. Nature of the tasks

The selected candidate would be part of a unique interinstitutional team managing the European Visitors Programme (EUVP), which is a people-to-people diplomacy instrument focusing on creating personal, long-term, mutually beneficial bonds between political leaders, experts and opinion formers from all over the world, and their European counterparts. The programme is jointly financed by the European Parliament and the European Commission and the day to day management is ensured by a Head of Unit from the European Parliament. The EUVP provides tailor-made study visits to meet Members of the European Parliament, officials from the EU Institutions, and other EU stakeholders. The visits comprise both individual and joint meetings and activities with fellow EUVP participants. Joint meetings and activities are organised on the basis of visitors' thematic interests, or by bringing together visitors from neighbouring countries or regions.

Working as an SNE in the EUVP team will provide a unique opportunity to contribute to further development of the programme, get a unique insight to the functioning of EU Institutions and the EEAS and to the concrete work undertaken by the EU in the field of Public Diplomacy. EUVP will celebrate its 50<sup>th</sup> anniversary in 2024. The tasks would entail, for example:

#### INTER-INSTITUTIONAL RELATIONS

- Plan and prepare individually-tailored programmes for EUVP participants according to their specific professional interests.
- Identification and follow-up with appropriate interlocutors in all Institutions, including Members of Parliament and organise meetings with the visitors.

+ EXTERNAL COMMUNICATION (general)

<sup>1</sup> These mentions are given on an indicative basis only (Art.4 of the SNE Decision).

- Communicate general EU policy to visitors in line with official communication material prepared by the Institutions
- + OPERATIONAL SUPPORT
- Verify/control the quality and the overall consistency of all EUVP programmes.
- Plan and organise individual visits.
- Take part in the organization of the 50<sup>th</sup> anniversary event
- Accompany visitors where necessary during their in-person visits

## 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) :

International relations, EU studies, Public relations, communication

#### Professional experience

Experience in public diplomacy or in EU relations/co-ordination

Language(s) necessary for the performance of duties

English & French, other (also non-European) languages would be 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). This decision is available on [http://ec.europa.eu/civil\\_service/job/sne/index\\_en.htm](http://ec.europa.eu/civil_service/job/sne/index_en.htm).

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.