



NOTICE OF VACANCY

SECONDED NATIONAL EXPERTS TO THE EUROPEAN COMMISSION

<p>Directorate-General: Directorate: Unit: Head of Unit: Telephone:</p> <p>Number of available posts: Category: Suggested taking up duty: Suggested initial duration: Place of secondment:</p> <p>Specificities:</p>	<p>EAC - Education and Culture D - Culture and Creativity D1 - Cultural diversity and innovation Walter Zampieri +32 2 299 8974</p> <p>1 Administrator (AD) 3rd quarter 2015 2 years¹ <input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxembourg <input type="checkbox"/> Other:</p> <hr/> <p><input checked="" type="checkbox"/> With allowances <input type="checkbox"/> COST-FREE</p> <hr/> <p>This vacancy notice is also open to <input type="checkbox"/> the following EFTA countries : <input type="checkbox"/> Iceland <input type="checkbox"/> Liechtenstein <input type="checkbox"/> Norway <input type="checkbox"/> Switzerland <input type="checkbox"/> EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway) <input type="checkbox"/> the following third countries: <input type="checkbox"/> the following intergovernmental organisations:</p>
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1	<p>Nature of the tasks:</p> <p>We propose a post for secondment to the European Commission to work within a dynamic Unit responsible for cultural diversity and innovation (D1).</p> <p>The work of the 'Cultural diversity and innovation' unit is rooted in the European Agenda for Culture, which was adopted in 2007, and endorsed by the Council. The Agenda set out new approaches for cultural involvement to give culture a more prominent role in the European Union. The Agenda's 3 main objectives are to promote :</p> <ul style="list-style-type: none"> • cultural diversity and intercultural dialogue; • culture as a catalyst for creativity, and to promote jobs and growth in the EU ; • culture as a vital part of the EU's external relations. <p>Reporting directly to the Head of Unit and under his supervision, the job involves contributing to the implementation and further development of the strategy for European cooperation in the field of culture.</p> <p>More specifically, the unit is looking for an expert who has one of the profiles listed below:</p> <ol style="list-style-type: none"> 1. proven experience in the development and implementation of the cultural heritage policy of his/her country, 2. proven experience in culture economics (contribution of cultural and creative industries to jobs and growth) and in impact measurement (social and economic) of cultural policies. <p>The type of tasks will include:</p>
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- Development, management and monitoring of the Open Method of Coordination in the field of culture, including contribution to analysis and policy documents,
- Interface with other EU policies,
- Preparation of briefings and information notes on culture policy for the Cabinet, Director-General, Director and Head of Unit,
- Initiation and follow-up of studies and analysis,
- Organisation of meetings and events with stakeholders.

2 Main qualifications:

a) Eligibility criteria

The following eligibility criteria are to be fulfilled by the candidate in order to be seconded to the Commission. Consequently, the candidate who does not fulfil one of them will be automatically eliminated from the selection process.

- Professional experience : at least three years' experience in administrative, legal, scientific, technical, advisory or supervisory functions which can be regarded as equivalent to those of function groups AD;
- Seniority : at least one year by your employer, that is having worked for an eligible employer (as described in Art. 1 of the SNE decision) on a permanent or contract basis for at least 12 months 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. An SNE from a non-member country must produce evidence of a thorough knowledge of one EU language necessary for the performance of his duties.

b) Selection criteria

- diploma:

A university degree is essential.

- professional experience:

Previous experience in public policy development in the field of culture in the areas indicated under point 1 would be a strong asset.

We are looking for a highly motivated candidate who could rapidly be operational and who has strong written and oral communication skills. The successful candidate should possess excellent analytical and policy development skills, well developed organisational competences and solid writing skills. Teamwork, initiative taking, proactivity and the respect of deadlines are other assets that would make you the ideal candidate.

The post offers the opportunity to work in a truly European and multicultural environment and to learn about the workings of the European Union.

- language(s) necessary for the performance of duties:

The ability to write and speak confidently in English and/or French (working languages) is essential. Good knowledge of another EU language is also required.

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 the applications to the competent services of the Commission within the deadline fixed by the latter. **Not respecting this procedure or deadlines will automatically invalidate the application.**

Candidates are required not to add 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.

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.

Unless for cost-free SNEs, allowances may be granted by the Commission to SNEs fulfilling the conditions provided for in Art. 17 of the SNE decision.

During the secondment, SNEs 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 secondment may be cancelled.

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.B4. The data processing is subject to the SNE Decision as well as the Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Data is kept by the competent services for 10 years after the secondment (2 years for not selected or not seconded experts).

Data subjects may exercise their right of access to data concerning them and the right to rectify such data by applying to the controller, in accordance with Article 13 of the Regulation on the processing of personal data. The candidate may send complaints to the European Data Protection Supervisor edps@edps.europa.eu.

To the attention of candidates from third countries: your personal data can be used for necessary checks.

More information is available on http://ec.europa.eu/dgs/personnel_administration/security_en.htm.

Information on data protection for candidates to a JRC post is available on: <http://ec.europa.eu/dgs/jrc/index.cfm?id=6270>.