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**NOTICE OF VACANCY**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | | **COMM-B-2** |
|  | **Directorate-General:**  **Directorate:**  **Unit:**  **Head of Unit:**  **Email address:**  **Telephone:** | **Communication**  **B - Strategy & Corporate Communication**  **B.2 – Interinstitutional Relations, Corporate Contracts & EDCC**  **Mr Jens MESTER**  [**jens.mester@ec.europa.eu**](mailto:jens.mester@ec.europa.eu)  **+32 2 29 63973** |
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|  | **Number of available posts:**  **Category:** | **1**  **Administrator (AD)** |
|  | **Suggested taking up duty:**  **Suggested initial duration:** | **2nd/3rd quarter 2019 [[1]](#footnote-1)**  **1 year1** |
|  | **Place of secondment:** | 🗷 **Brussels □ Luxembourg □ Other: ………..** |
|  | **Specificities** | 🗷 **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:** |
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| **1** | **Nature of the tasks:** | |
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|  | **Communication specialist:** supporting the Directorate-General for Communication in defining, fine-tuning and implementing its corporate communication strategy, with particular emphasis on alignment of messages among the various policy areas, striving for strongest possible synergies among different actors and ensuring effective and efficient delivery, dissemination, monitoring and evaluation.  The National Seconded Expert would be attached to unit COMM.B.2 - Interinstitutional Relations, Corporate Contracts and Europe Direct Contact Centre and would support the work of the unit in all three sectors.  **Interinstitutional relations:** Coordinate operational aspects of interinstitutional cooperation, , follow up on communication actions of other institutions that require coordination with the Commission.  **Corporate contracts:** Liaising, with diplomacy and service orientation, with internal partners to find the best solutions for delivery on thematic or horizontal campaign, including communication outsourcing and contractual solutions. Contributing to drafting technical aspects of Tender Specifications and assessing relevance of Tender Specifications submitted by internal partners. Liaising with internal partner to align policy messaging with the Commission political priorities.  **Europe Direct Contact Centre:** Contribute to the management and development of the service replying to citizens’ questions about the EU, in the framework of the Europe Direct Contact Centre. This might include tasks related to strategic analysis of the future needs for enquiry services, relations to an external service provider and coordination in this respect with other Directorates-General of the Commission.  The National Seconded Expert would also help to coordinate the unit's work on coordinating, introducing and implementing a set of simple, coherent and effective **minimum requirements for communication and visibility** in EU funding programmes. | |
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| **2** | **Main qualifications:** | |
|  | a) Eligibility criteria | |
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|  | 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. | |
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|  | b) Selection criteria | |
|  | Diploma:  - university degree or  - professional training or professional experience of an equivalent level  in the field(s) of communication, journalism, history, humanities, political science, EU affairs, international/European relations, economy, sociology, anthropology, philosophy or associated fields | |
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|  | Professional experience: at least five years in a relevant position with a very strong communication dimension. | |
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|  | Language(s) necessary for the performance of duties: English (minimum level: C1) French knowledge a definite advantage. | |
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| **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. | |
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| **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. | |
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| **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](mailto: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>. | |
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1. These mentions are given on an indicative basis only (Art.4 of the SNE Decision). [↑](#footnote-ref-1)