

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**(DG-DIR-UNIT) | **DEVCO** |
| **Head of Unit:****Email address:****Telephone:****Number of available posts:****Suggested taking up duty:****Suggested initial duration:****Place of secondment:** | **Isabelle Delattre****Isabelle.delattre@ec.europa.eu****+32 22955025****1****3rd quarter 2020 [[1]](#footnote-1)****2 years1**□ **Brussels** □ **Luxemburg ⮽** **Other: Zimbabwe** |
|  | □**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**

An advisory post combined with operational task directly attached to the office of the Head of Cooperation. To contribute to the work of the Delegation, notably the Development Cooperation Section, specifically supporting all matters related to Joint Programming to follow up to the EU-Zimbabwe Roadmap for Better Working Together incl. steps forward towards the preparation and roll out of a EU / Member States / European Partners – Zimbabwe joint analytical and strategic work and possible Joint Cooperation Strategy.

This will be a hybrid post that entails a policy-orientated role, with a high degree of strategic thinking and liaison within the EU Delegation with the Political Section and the EU Ambassador, and with the main stakeholders. These include the group of Member States present/interested to ensure an integrated approach of Working Better Together and Joint Programming with Member States and European Partners, as well as other relevant stakeholders. The post may include the roll out of joint analysis and a Joint Cooperation Strategy and operational tasks related to the implementation of programmes within the framework of this strategy:

* Assist the EU Delegation to Zimbabwe in the follow up to the EU-Zimbabwe Roadmap for Better Working Together incl. steps forward towards the preparation a possible Joint Cooperation Strategy (JCS) with Member States and European Partners.
* Liaise with Member States and European Partners on the identification of relevant priority activities and coordinate actions to follow up to the EU-Zimbabwe Roadmap for Better Working Together incl. preparing a JCS.
* Contribute to the process of improved and coordinated policy dialogue, through better coordination and information sharing and identification of programmes of joint nature between the EU, Member States and European Partners.
* Develop a reporting and monitoring mechanism for the JCS and assist in the annual review process.
* Work on communication and visibility within the context of the JCS.
* Be liaison point for reinforced cooperation and dialogue with relevant UN offices, within the context of the UNDAF to Zimbabwe.
* Assist with the implementation of projects and programmes that fall within the scope of the cooperation portfolio.
* Contribute to overall policy analysis and reporting on priority sectors.
* Participate in the preparatory work and the programming exercise itself for the next development cooperation cycle(s).

**Presentation of the entity / working environment:**

The European Union Delegation to Zimbabwe has the status of a diplomatic mission (Embassy or High Commission) and officially represents the European Union in Zimbabwe. We promote the European Union's (EU's) values and interests, monitor the political, economic and commercial situation in the country and the region, oversee the various forms of cooperation between the EU and Zimbabwe, and provide information about the EU's relations with Zimbabwe.

Nine of the 27 EU Member States have diplomatic missions in Harare. The Member States' diplomats meet regularly with the EU Delegation's staff to confer on relations with Zimbabwe, as well as holding joint meetings together with Zimbabwean decision-makers which constitute the Zimbabwe-EU political, policy and technical dialogue. Some Member States have assistance programmes of their own to help support development in Zimbabwe, in addition to the funding that they provide through the EU institutions.

The EU Delegation to Zimbabwe has about 40 staff, working in the following sections:

* The offices of the Ambassador;
* Administration;
* Finance & Contracts;
* Operations, including: Governance and Social Sectors; and Agriculture, Private Sector and Trade.
* Political, Press & Information.

Together, the European Union and its Member States are the biggest providers of development assistance to Zimbabwe. In September 2019, the European Union, 9 EU Member States represented in Zimbabwe, the European Investment Bank and Switzerland agreed on a Roadmap to Better Working Together (in annex) as main output of a 3-days Joint Programming seminar.

**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) : political sciences, international relations, development studies, economics, business administration.

Professional experience

We are looking for a dynamic colleague with a background in development cooperation. Experience of developing and implementing policy at a headquarters and field experience in the management of external assistance field level is required as well as an understanding of the aid and development effectiveness and financing for development agendas.

The Delegation would welcome a team player, able to think analytically, rapidly develop networks, put policy into practice and apply a hands-on approach in the specific situation of Zimbabwe. She/he should be at ease with contacts with a wide range of interlocutors, within and outside the Delegation.

Language(s) necessary for the performance of duties

Sound knowledge of English is a must. Any other EU or local language is 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).

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)