

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **COMM-C-1** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Mme Annegret ZILLER**  [**annegret.ziller@ec.europa.eu**](mailto:annegret.ziller@ec.europa.eu)  **+ 32 2 29 91822**  1  **1st quarter 2021 [[1]](#footnote-1)**  **1 year1**  ☒ **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**

DG Communication (DG COMM) is a corporate communication service under the responsibility of the President. We promote and support the political priorities of the European Commission and contribute to bringing Europe closer to citizens.

Directorate C – Representations is the Commission's single biggest Directorate. Most of our staff is spread across Europe in 27 Representations located in the capitals of the Member States and in 6 regional offices located in the bigger Member States. The Representations are the eyes, ears and voice of the Commission in Member States. At Headquarters, a central team steers the work of the Representations, acting as a hub for their activities, in liaison with other Commission services and EU institutions.

Unit COMM C.1 supports the sound, efficient and coherent functioning of the Commission's Representation in the Member States. The Unit is in charge of enhancing the performance of Representations and supports the Representations to deliver the best possible service to citizens, media, Governments, stakeholders and partners on one hand, and to the Members of the College and to DGs on the other. The unit supports Representations in particular in the planning and implementation of communication actions in the Member States, with a particular focus on corporate communication campaigns.

The seconded national expert will be responsible for steering and coordinating the active involvement of the Representations in the design, implementation, monitoring and evaluation of corporate communication campaigns (the current Recovery campaign and forthcoming campaigns on EC political priorities such as the European Green Deal and the Digital Agenda).

As such, the national expert will liaise with colleagues in the Representations, in close cooperation with the country strategy team, and with the unit in charge of strategic and corporate communication. The colleague is expected to contribute conceptually to the design of the campaigns, to bring the national angle into the picture and to ensure the best possible outreach/impact on the ground. The job entails participation in internal meetings, including with external contractors, giving presentations and drafting of various documents in English (minutes, summaries, briefings and notes).

We are looking for an enthusiastic colleague with a strong background in communication and project management, who is a good negotiator with excellent interpersonal skills and can work autonomously.

The job requires political sensitivity, very good analytical and drafting skills as well as the aptitude to network, a pro-active approach to work and clear and concise internal and external communication.

We offer a post in a dynamic working environment with a good atmosphere. The team of about 15 members works in an agile way to meet the different requests, sometimes at short notice. Efficient co-operation, team spirit and good communication skills are therefore required.

**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) : communication, European studies, public administration or similar.

Professional experience

Communication, project management.

Language(s) necessary for the performance of duties

English : very good level oral and in writing

French : 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).

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)