



## VACANCY NOTICE

### SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION

<b>Post identification:</b> (DG-DIR-UNIT)	DG NEAR TF
<b>Head of Unit:</b> <b>Email address:</b> <b>Telephone:</b>  <b>Suggested taking up duty:</b> <b>Suggested initial duration:</b> <b>Place of secondment:</b>	<b>Anna JAROSZ-FRIIS</b>    <b>2nd quarter 2023 <sup>1</sup></b> <b>1 year(s)<sup>1</sup></b> <b>Brussels</b>
	<b>Cost-free</b>
<b>This vacancy notice is open to</b> <ul style="list-style-type: none"><li>• <b>G7 countries (i.e. France, Germany, Italy, United States, Canada, Japan, United Kingdom).</b></li><li>• <b>The following organisations: World Bank Group, European Investment Bank, European Bank for Reconstruction and Development, International Monetary Fund, Council of Europe Development Bank and Organisation for Economic Cooperation and Development.</b></li></ul>	

#### 1. Nature of the tasks

##### Host entity

The Secretariat of the Multi-agency Donor Coordination Platform for Ukraine, hosted by the European Commission in its Brussels office.

In order to coordinate economic support for Ukraine's immediate financing needs and future recovery and reconstruction, a multi-agency Donor Coordination Platform has been established. Ukraine, G7 members and the EU are the Platform members. International financial institutions are active participants.

The Secretariat is an independent entity that will provide coordination across the Donor Coordination Platform and assist administratively its Steering Committee. It does not have executive powers. The Secretariat is dual-located, with offices in Brussels and Kyiv.

##### Overall purpose of the job

Support the objectives of the Donor Coordination Platform, notably to coordinate economic support for Ukraine's immediate financing needs and future recovery and reconstruction across different sources and instruments for financing.

##### Functions and duties:

- Support the work of the Steering Committee of the Platform, in particular:
  - preparing its meetings (draft agendas, relevant documents, analytical underpinning, follow-up to the meetings);

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<sup>1</sup> Indicative duration (Art. 4 of the SNE Decision).

- providing regular updates to Steering Committee;
- collecting and aggregating data, monitoring and reporting to meet the needs of the Steering Committee and ensure appropriate information sharing;
- Interact with the government of Ukraine, as appropriate, for the fulfilment of the Secretariat's tasks;
- Interact with stakeholders such as civil society organisations, private sector, cities and regions, etc. and ensure communication of relevant information to the general public;
- Draft briefings, reports, press releases and other documents concerning all areas of the Platform's responsibility.

## 2. **Main qualifications**

### **a) Eligibility criteria**

The following eligibility criteria should be fulfilled by the candidate in order to be seconded to the Commission.

- Professional experience: at least three years of professional experience in administrative, legal, scientific, technical, advisory or supervisory functions;
- Seniority: candidates should have at least one year seniority with their employer, that means having worked for their current employer on a permanent or contract basis for at least one year before the starting date of the secondment;
- Linguistic skills: thorough knowledge (capacity to write and speak) in English.

### **b) Selection criteria**

#### Diploma

- university degree or
- professional training or professional experience of an equivalent level  
in the field(s): political sciences, economy, statistics, communication or other related fields.

#### Professional experience

- Proven experience in the coordination of national or international assistance/support programmes, with the view to carrying out tasks of preparation of meetings, distribution of documents, matching and tracking of donors' pledges and Ukrainian needs, follow-up to meetings (asset);
- Solid background in economics, statistics, communication or other related areas, with the view to producing preparatory documents and summary notes, including based on the outcome of the work of the thematic working groups of the Donor Coordination Platform and the information from the Ukrainian authorities to the Steering Committee (asset).

#### Language(s) necessary for the performance of duties

Thorough knowledge (capacity to write and speak) in English. Ukrainian is an advantage.

#### Analytical skills:

- Solid analytical capability - rapid grasp of problems and capacity to identify issues and solutions, as well as possible sensitivities;

- Strong drafting and reporting skills in English and experience in formulating and drafting policies and in preparing notes, reports and briefings, often on a short notice;
- Strong organisational skills, including prioritisation, but also openness to explore pro-actively new approaches.

#### Communication skills

Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.

#### Interpersonal skills

Capacity to work in a team and to co-ordinate with an extensive number of co-workers in different services is essential. Good capacity to work in a multicultural environment are required. Pro-active mindset to take initiative and find solutions.

### **3. Submission of applications and selection procedure**

Candidates should send their application, if possible, 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**, or – in case of International Financing Institutions – through their HR Department which will forward it to the competent services of the European Commission. The CV must mention the date of birth and the nationality of the candidate.

**The deadline for applications is 14 March 2023. Where justified, late applications may be considered.**

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).

During their secondment to the European Commission, the seconded expert will remain employed and remunerated by his/her employer. He/she will equally remain covered by the social security system of the sending country/organisation.

During the secondment, SNE are subject to confidentiality, loyalty and absence of conflict of interest obligations, as provided for in Articles 6 and 7 of the SNE Decision. If any document is inexact, incomplete or missing, the application 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.B.1. 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 7 years after the secondment (2 years for not selected 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, Unit HR.B.1, [HR-B1-DPR@ec.europa.eu](mailto:HR-B1-DPR@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 security checks.