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| Logo of the European Commission, 12 yellow stars on a blue background arranged in a circle and framed by two light grey graphic elements representing the Berlaymont building, which is the headquarter of the European Commission. | EUROPEAN COMMISSION |

VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

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| DG – Directorate – Unit | EAC D2 Creative Europe Unit |
| Post number in sysper: | 102554 |
| Contact person:  Provisional starting date:  Initial duration:  Place of secondment: | Judith Videcoq  2nd quarter 2024  2 years  Brussels  Luxemburg  Other: Click or tap here to enter text. |
| Type of secondment |  |
| This vacancy notice is open to:    as well as  The following EFTA countries:  Iceland  Liechtenstein  Norway  Switzerland  The following third countries: ….  The following intergovernmental organisations: … | |
| Deadline for applications |  |

**Entity Presentation (We are)**

The Directorate-General Education, Youth, Sport and Culture (DG EAC) strives for an inclusive society based on cross-border and inter-cultural cooperation in education, research, youth, culture and sport.

We support young people, students, teachers, researchers and artists by creating opportunities to improve their skills, mobility and to take advantage of jobs and growth.

Our flagship programmes are Erasmus+, the European Solidarity Corps, Marie Skłodowska-Curie actions and the Creative Europe programme.

The mission of the Directorate Culture, Creativity and Sport is to promote cultural diversity and the development of the cultural and creative sectors, using the Creative Europe programme to support those policies. The Directorate also manages the sport chapter of the Erasmus+ programme.

Unit EAC-D2 “Creative Europe” manages the Creative Europe programme, the only EU programme solely dedicated to supporting the cultural and creative sector. Creative Europe 2021-2027 has a substantially higher budget than its predecessor and has not only consolidated its objectives and horizontal and special actions, but introduced specific sectoral support, cross-cutting Commission priorities and new actions.

The overall management of the programme implies in particular:

- designing the actions and initiatives in support of the cultural sectors;

- carrying out the annual programming exercise and budgetary allocations;

- managing the works of the Programme Committee (comitology);

- maintaining relations with the European Parliament and other EU institutions with regard to the implementation of Creative Europe;

- managing the process of association of non-EU countries to the programme;

- carrying out the monitoring and evaluation of programme’s achievements.

While most of the horizontal actions of the programme are implemented by the Education and Culture Executive Agency, the unit also deals with the special actions such as the flagship initiative European Capitals of Culture, the European Heritage Label, the European Heritage Days, the Day of European Authors as well as the four EU prizes in the area of architecture, literature, music and cultural heritage. The programme is co-managed with DG CNECT.

We are a small, dynamic and passionate team working closely with EACEA and DG CNECT, projects and stakeholders from the cultural and creative sector but also with other DGs, Cabinet and Member States’ administrations.

The unit is located in rue Joseph II, 70 (J-70 building), 1040 Brussels. It is composed of 15 staff members of which 7 ADs, 6 ASTs and 2 CA and it has a deputy Head of Unit.

**Job Presentation (We propose)**

Reporting to the Head of Unit and the Deputy Head of Unit, under their supervision, the job involves implementing the political priorities of the programme, working with non-EU countries participating in the programme and taking part in the planning, implementation and evaluation of the programme.

The tasks will include:

* Following the actions funded by Creative Europe. Selecting best practices. Working closely with the Executive Agency for their implementations.
* Taking part in the conception of the new initiatives, in the mid-term evaluation of the Creative Europe programme and in the initial preparation of the post-2027 period
* Preparation of briefings and notes, preparation of terms of reference for contracts.
* Organisation of meetings and events inside and outside the Commission, including giving presentations.

**Jobholder Profile (We look for)**

The unit is looking for an expert who has one of the list profiles listed below:

• Proven experience in managing projects in the field of culture, with deep knowledge of one or several culture sectors.

• Proven experience in culture economics, including the capacity building of the Culture and Creative Industries and the evaluation of new business models in the field of culture, as well as understanding for the notion of audience development.

A professional experience in the field of prizes will be an asset. However, if you are not an expert in prizes already, you need to have an interest and the willingness to become one; if you like (or love) culture and cultural expressions in all its forms, be they literature, architecture, music, visual and performing arts, all of it or some of it, you are the person we look for!

We are looking for a motivated colleague willing to contribute to the development of the culture dimension of European integration. Good overall knowledge of the EU action is required, as well as well developed organisational competencies, sense of teamwork and result-oriented approach to work.

- language(s) necessary for the performance of duties: A very good ability to write and speak with ease in English and/or in French (working languages) is essential. Good knowledge of other EU languages is an asset (in particular German).

**Eligibility criteria**

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).

Under the terms of the SNE Decision, you need to comply with the following eligibility criteria at **the starting date** of the secondment:

* 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: having worked for at least one full year (12 months) with your current employer on a permanent or contract basis.
* Employer: must be a national, regional or local administration or an intergovernmental public organisation (IGO); exceptionally and following a specific derogation, the Commission may accept applications where your employer is a public sector body (e.g., an agency or regulatory institute), university or independent research institute.
* 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. If you come from a third country, you must produce evidence of a thorough knowledge of the EU language necessary for the performance of his duties.

**Conditions of secondment**

During the full duration of your secondment, you must remain employed and remunerated by your employer and covered by your (national) social security system.

You shall exercise your duties within the Commission under the conditions as set out by aforementioned SNE Decision and be subject to the rules on confidentiality, loyalty and absence of conflict of interest as defined therein.

In case the position is published with allowances, these can only be granted when you fulfil the conditions provided for in Article 17 of the SNE decision.

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](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32015D0444). It is up to you to launch the vetting procedure before getting the secondment confirmation.

**Submission of applications and selection procedure**

If you are interested, please follow the instructions given by your employer on how to apply.

The European Commission **only accepts applications which have been submitted through the Permanent Representation / Diplomatic Mission to the EU of your country, the EFTA Secretariat or through the channel(s) it has specifically agreed to**. Applications received directly from you or your employer will not be taken into consideration.

You should draft you CV in English, French or German using the **Europass CV format** ([[Create your Europass CV | Europass](https://europa.eu/europass/en/create-europass-cv)](http://europass.cedefop.europa.eu/en/documents/curriculum-vitae)). It must mention your nationality.

Please do not 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.

**Processing of personal data**

The Commission will ensure that candidates’ personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council ([[1]](#footnote-1)). This applies in particular to the confidentiality and security of such data. Before applying, please read the attached privacy statement.

1. () Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39 [↑](#footnote-ref-1)