

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **EMPL-B-2** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Alison Crabb**  [**alison.crabb@ec.europa.eu**](mailto:alison.crabb@ec.europa.eu)  **+32 229-59223**  **1**  **2nd quarter 2022 [[1]](#footnote-1)**  **2 years1**  **⮽** **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**

EMPL B2 “Skills Agenda” works to help adults across Europe upgrade their skills and to make people's skills and qualifications more easily understood across borders, supporting people’s employment transitions, up- and reskilling, and mobility for employment or training. We co-ordinate the European Skills Agenda, working across the Commission to make sure its 12 flagship actions deliver on the ground.

We lead on EU cooperation on adult skills, including the 'Pact for Skills' to engage stakeholder commitments to opening up learning opportunities for adults, and policies which empower adults to learn, including an initiative on Individual Learning Accounts, the implementation of Upskilling Pathways, and EU validation and guidance policies.

We work to make people's skills and qualifications more easily understood across borders. We manage the European Qualifications Framework (EQF) that helps people know what level a qualification in one European country is equivalent to in another, and the Skills Profile Tool for Third Country Nationals to help migrants and refugees get better recognition for their skills and take the next step for integration.

The selected colleague is expected to provide support to the Unit on skills and qualifications policies and instruments and more specifically on policy proposals, implementation and monitoring related to Individual Learning Accounts and the enabling framework for increased adult learning participation (including guidance, validation and transparency of learning opportunities).

Relating to this area of competence s/he will:

* Draft policy papers, monitor policy-making and provide information and policy analysis
* Contribute to development and implementation of online tools on skills and qualifications
* Prepare briefings, speeches, replies to Parliamentary Questions and inter-service consultations on skills and qualifications policy
* Cooperate closely with other Commission Services or agencies, such as DG EAC, GROW, HOME, CNECT
* Establish and maintain regular contacts with stakeholders, other institutions and/or organisations, and facilitate the exchange of information among Member States in the assigned policy area, including planning of events
* Contribute to drafting calls for proposals or tender dossiers, and to preparing and/or managing studies.

**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) : economics, political sciences, education sciences, computer sciences.

Professional experience

Applicants should have solid experience in skills and qualifications policies. Experience of cooperation between the labour market and education and training is an asset.

Furthermore applicants should prove:

* + Excellent policy analysis skills
  + Excellent drafting skills
  + Excellent communication skills, both oral and written
  + Ability to work in an autonomous way and a strong sense of initiative
  + Strong organisational skills and the capacity to deliver high quality output even within tight and shifting deadlines

Language(s) necessary for the performance of duties

The working language of the unit is mainly English (especially for drafting). Therefore a good knowledge of the English language is required (at least B2), as well as knowledge of one of the other languages of the European Union. Knowledge of the French language 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)