

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **INTPA-B-2** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Felice ZACCHEO**  [**Felice.ZACCHEO@ec.europa.eu**](mailto:Felice.ZACCHEO@ec.europa.eu)  **+ 32 229-66856**  **1**  **2nd quarter 2023 [[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**

The mission of the Directorate-General for International Partnerships (DG INTPA) is to contribute to sustainable development, the eradication of poverty, to peace and to the protection of human rights, through international partnerships that uphold and promote European values and interests. DG INTPA has a leading role in formulating EU policies in the area of international cooperation and building partnerships with countries and international organisation across the globe.

Directorate B “LATIN AMERICA AND THE CARIBBEAN; RELATIONS WITH ALL OVERSEAS COUNTRIES AND TERRITORIES” is responsible for developing and implementing the International Partnerships agenda in this region.

Unit INTPA B.2 is responsible for EU cooperation with Mexico, Central America and the Caribbean. It is also responsible for the preparation and implementation of regional programmes in Latin America and the Caribbean, managed at the central level in Brussels. The Unit deals with regional programmes in the region in the areas of human development, as well as the digital agenda and the green deal transitions. It works in close cooperation with the relevant EU Delegations and HQ services, as well as a broad variety of stakeholders and implementing partners. Unit INTPA B2 counts approximately 28 staff organised in four sectors.

We propose an interesting and challenging assignment of Programme Officer – External Relations for centralised programmes in Latin America and the Caribbean in the area of digital and human development.

The main tasks would include:

- Contribute to the management of EU regional programmes, in particular those related to the EU-LAC Digital Alliance in the broader context of the Global Gateway;

- Contribute to sectoral and regional dialogues on digital transitions in Latin America and the Caribbean;

- Provide sector analysis and contribute to the preparation of proposals for programmes, projects, sector support actions, etc. in close cooperation with the EU Delegations in the Latin American and Caribbean region, as well as with EU Member States in the spirit of fostering collaboration towards Team Europe approaches.

- Foster the relations with key partners and stakeholders, including coordination and networking with relevant actors both outside and inside the EU institutions (that would include among other: DG INTPA thematic and geographic units, other Commission DGs, EEAS, FPI, Member States, Financial institutions, partner Governments and Organisations, as well as civil society and private sector stakeholders as relevant);

- Assist with all aspects of the procurement and procedural processes as needed (eg. drafting Terms of Reference, preparing and launching tenders and calls for proposals, etc.).

- Monitor the implementation of centralised programmes/projects, taking into account the conditions set out in the decisions for the approved programme/project, as well as the related contractual and financial procedures.

- Attend ongoing project management and monitoring meetings, draft reports on the progress of projects and, where necessary, propose appropriate measures.

- Contribute to build the necessary synergies between the Digital Alliance and other EU priorities, including the work on human rights and gender equality, social cohesion, green deal and climate change, and fair and sustainable transitions.

**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) : digital development, business, economics, law or international relations, and/or other fields relevant for the areas covered by the digital and human development sub-team in the Unit.

Professional experience

Essential:

• Job-related experience: at least 2 years

Desirable:

• Experience in LAC countries

• Experience in the field and/or in EU Delegations/UN Agencies/International Organizations/etc.

• Diversified experience with different types of actors, including economic sectors(eg. consultancy for private/public sector companies, non-profit enterprises, civil society organisations, training institutions, universities, municipalities, cooperation agencies). Areas: digital development, economics, political/social sciences, business administration/management.

Language(s) necessary for the performance of duties

Spanish B2 B2 B2 B2 B2

English C1 C1 C1 C1 C1.

**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.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.

1. These mentions are given on an indicative basis only (Art.4 of the SNE Decision). [↑](#footnote-ref-1)