



## VACANCY NOTICE

### SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION

<b>Post identification:</b> (DG-DIR-UNIT)	SANTE.C.2
<b>Head of Unit:</b> <b>Email address:</b> <b>Telephone:</b> <b>Number of available posts:</b> <b>Suggested taking up duty:</b> <b>Suggested initial duration:</b> <b>Place of secondment:</b>	<b>Maya MATTHEWS</b> <a href="mailto:Maya.MATTHEWS@ec.europa.eu">Maya.MATTHEWS@ec.europa.eu</a> +32 2 296 40 97 1 1 <sup>st</sup> quarter 2023 <sup>1</sup> 2 years <sup>1</sup> <input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxembourg <input type="checkbox"/> Other: .....
	<input checked="" type="checkbox"/> With allowances <input type="checkbox"/> Cost-free
<b>This vacancy notice is also open to</b>  <input type="checkbox"/> <b>the following EFTA countries :</b> <input type="checkbox"/> Iceland <input type="checkbox"/> Liechtenstein <input type="checkbox"/> Norway <input type="checkbox"/> Switzerland <input type="checkbox"/> EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway) <input type="checkbox"/> <b>the following third countries:</b> <input type="checkbox"/> <b>the following intergovernmental organisations:</b>	

#### 1. Nature of the tasks

The seconded national expert (SNE) will provide technical expertise related to the implementation of Regulation (EU) 2021/2282 on health technology assessment (HTAR), in particular to reinforce the Secretariat of the Member States' Coordination Group on Health Technology Assessment (HTA-CG), which is hosted and administered by the European Commission.

The specific tasks will entail:

- coordinating the work of one or more subgroups of the HTAR (subgroup on joint clinical assessments, subgroup on joint scientific consultations, subgroup on identification of emerging health technologies, subgroup on development of methodological and procedural guidance), including supporting the work of Chair and co-Chair as well as the authors responsible for the drafting, and preparing the adoption of these documents by the HTA-CG;
- organising and participating in the meetings of the HTA-CG and its subgroups;
- facilitating coordination and exchanges between the different subgroups;
- ensuring appropriate involvement of stakeholders and experts in the work of the subgroups;
- participating to information and awareness raising activities;
- liaising with national authorities, stakeholders, agencies, other Commission services, etc.;
- preparing and drafting briefings, speeches or notes in the field of health technology assessment drawing on analysis and expertise in HTA;
- following up policy proposals of the European Parliament and/ or its Committees, the Council of the European Union, Coreper and/ or its working parties;
- handle and draft replies to oral and written questions from Members of European Parliament and petitions from the public;

<sup>1</sup> These mentions are given on an indicative basis only (Art.4 of the SNE Decision).

- contributing to the broader work of the unit, including help in answering requests from hierarchy and ensuring coherence and prioritisation of tasks and support and back up of colleagues.

The SNE will be in unit C2 and integrated in the SANTE HTA team, working in synergy and close cooperation with the colleagues and all parties involved in the HTAR implementation.

The SNE will work under the supervision of an administrator. Without prejudice to the principle of loyal cooperation between national/ regional and European/ EFTA/ EEA administrations, the SNE will not work on individual legal cases with implications for files which he/ she dealt with in his/ her national administration in the two years preceding his/ her entry into the Commission, or directly related cases. Under no circumstances will he/ she represent the Commission with a view to entering into commitments, whether financial or otherwise, or negotiating on its behalf.

## **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) :health sciences, medical, public health, health technology assessment, pharmacoeconomics science, medical or otherwise relevant for the post

#### Professional experience

at least two years in the field of health technology assessment (preferable) or health sciences

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

Good command of English is essential as this is the main working language. Competency in other EU languages 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.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.