



## VACANCY NOTICE

### SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION

<b>Post identification:</b> (DG-DIR-UNIT)	<b>COMM.D.2.003</b>
<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>Mr Sylvain HUBERT</b> <b>sylvain.hubert@ec.europa.eu</b> <b>+32 2 29 85690</b> <b>1</b> <b>2<sup>nd</sup> quarter 2023 <sup>1</sup></b> <b>2 years<sup>1</sup></b> <input checked="" type="checkbox"/> <b>Brussels</b> <input type="checkbox"/> <b>Luxemburg</b> <input type="checkbox"/> <b>Other: .....</b>
	<input checked="" type="checkbox"/> <b>With allowances</b> <input type="checkbox"/> <b>Cost-free</b>
<b>This vacancy notice is also open to</b>  <input type="checkbox"/> <b>the following EFTA countries :</b> <input type="checkbox"/> <b>Iceland</b> <input type="checkbox"/> <b>Liechtenstein</b> <input type="checkbox"/> <b>Norway</b> <input type="checkbox"/> <b>Switzerland</b> <input type="checkbox"/> <b>EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway)</b> <input type="checkbox"/> <b>the following third countries:</b> <input type="checkbox"/> <b>the following intergovernmental organisations:</b>	

#### 1. Nature of the tasks

The Directorate-General for Communication is the corporate communication service under the responsibility of the President of the European Commission. We promote and support the political priorities of the Commission and contribute to bringing Europe closer to citizens.

Directorate D "Resources" supports the Directorate-General in the effective and full achievement of its objectives by employing best practices in budgetary and financial resources management, internal control, infrastructure, security, health and safety, information technologies and document management for the European Commission Representations and for Headquarters in Brussels.

Within the Resources Directorate of DG COMM, unit COMM.D.2 "Legal Advice, Security and Document Management" ensures, among other tasks, provision of infrastructure support to the Representations of the European Commission in the Member States, including implementation of EMAS. The unit cooperates closely with the Commission DG Human Resources and Security and with the competent services of the European Parliament in charge of the buildings management of the European Parliament Liaison Offices in the Member States.

As part of a team responsible for Infrastructure of the European Commission Representations in the Member States, we are looking for a national expert to support the Representations in the area of logistic and environmental management, notably the implementation of EMAS. Under the supervision of an official, the selected national expert will perform a variety of tasks and be called:

- to ensure the implementation of EMAS in the Houses of Europe, in liaison with the EMAS corporate coordination team, the European Parliament and contact persons in Representations; legal framework are the EMAS III Regulation 2009/1221 or later version(s), the Commission decisions

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

C(2013)7708, the EMAS Management Handbook, the EMAS corporate procedures and the corporate documentation;

- to coordinate and report on greening initiatives in the Representations, and on the implementation of the EMAS corporate management system and environmental performance at site level;
- to coordinate the contribution of Representations to corporate key management system outputs such as the Commission's EMAS Annual Management Plan, Register of Non Conformities and Environmental Statement.

The successful candidate should demonstrate:

- Analytical and problem solving skills- identify and implement solutions.
- Drafting and presentation skills.
- Capacity to deliver results under tight deadlines.
- Being highly reliable, with a very strong sense of responsibility, have a sense of confidentiality and ethics, especially in the context of the building and horizontal dossiers.
- Be service-minded, flexible and a team player.
- Have the ability to collaborate with other Institutions and Commission departments involved in the projects.
- Have good communication skills, both oral and written, in English and ideally also in French.

Familiarity with public procurement and contracts would constitute an advantage.

Without prejudice to the principle of loyal cooperation between the national/regional and European administrations, the SNE will not work on individual cases with implications with files he/she would have had to deal with in his/her national administration in the two years preceding its entry into the Commission, or directly adjacent cases. In no case, he/she shall represent the Commission in order to make commitments, financial or otherwise, or to negotiate on behalf of the Commission.

## **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): The candidate should ideally have a background in Economics, Architecture, Engineering or Building Management with knowledge of the environmental management, especially the Eco-

Management and Audit Scheme (EMAS). Project Management certification or successful completion of a recognized project management experience will be an asset.

#### Professional experience

The candidate should have 2+ years of relevant experience related to building and/or environmental management.

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

English and French are both working language, so very good writing and oral skills in one of them are required; sufficient knowledge of the other and knowledge of any further EU languages will 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.