

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | INTPA-G-2 |
| **Head of Unit:**  **Email address: Telephone:**  **Number of available posts: Suggested taking up duty: Suggested initial duration: Place of secondment:** | Marlene HOLZNER [Marlene.HOLZNER@ec.europa.eu](mailto:Marlene.HOLZNER@ec.europa.eu)  +32 229-60196  1  **3rd quarter 2023 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**

Within the European Commission, the Directorate-General for International Partnerships (DG INTPA) is in charge of development cooperation policy in a wider framework of international cooperation, adapting to the evolving needs of partner countries. This encompasses cooperation with partner countries at different stages of development, including with countries graduated from bilateral development assistance to cover the specific needs of these countries during the transition period between low income countries and upper middle income countries. In the framework of DG INTPA’s general mission, Unit G2 formulates sectoral policies in the field of local authorities, civil society organisations and foundations and is responsible for the management of a thematic programme on civil society organisations under the NDICI-Global Europe instrument.

Assigned to the Directorate-General for International Partnerships – Directorate ''Human Development, Migration, Governence and Peace'', Unit G2 on ''Local Authorities, Civil Society Organizations and Foundations'', under the guidance of the Head of Unit and/or Deputy Head of Unit, the Seconded National Expert will assist in policy and programme development, internal and external coordination, monitoring and reporting activities with a view to strengthening EU activities in support to civil society and foundations. The objective is to design and implement strategies, tools and programmes contributing to the growth and strengthening of local civil society in development cooperation.

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

He/She will

* + Develop strategies and initiatives for INTPA's cooperation with Civil Society and Foundations including concrete activities in the coming years;
  + Provide policy insights and orientation on INTPA's work with Civil Society and Foundations and their enabling environment, in particular in the context of the new Multi annual Financial Framework (MFF);
  + Liaise with relevant Civil Society Organizations and Foundations and their networks; Promote CSO participation in Team Europe/Global Gateway initiatives
  + Prepare briefings related to Civil society Organisations and Foundations, the enabling environment for CSOs, drafting notes on those topics for management;
  + Develop new methods of supporting and collaborating with Civil Society and Foundations; Coordinate research activities on the above topics;
  + Support internal capacity building on the above topics; support and further develop the partnership with specific Financial Framework Partnership Agreement (FFPA) signatories, monitor activities of FFPA's and give guidance in the implementation of these FFPAs; Develop innovative methods of engagement with the FFPA signatories;

1. **Main qualifications**

# 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.

# Selection criteria

Diploma

* + university degree or
  + professional training or professional experience of an equivalent level

*in the field(s) :* University degree at Masters’ level in political or social science, economy or law. At least 5 years in Cooperation and Development Aid or in CSO / Foundations management;

Professional experience

Professional experience: At least 5 years of relevant professional experience in international relations, development cooperation and diplomacy. Knowledge and skills required: Strong analytical, drafting and communications skills. Good knowledge of external relations, as well as policies, procedures and functioning of the European Union. In- depth knowledge of civil society organisations and their activities. Excellent ability to perform effectively in multilateral organisations. Result orientation, sound judgement, good working capacity and ability to perform under time pressure.

Language(s) necessary for the performance of duties

English required, French desirable.

1. **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.

1. **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.

1. **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-](mailto:HR-MAIL-B4@ec.europa.eu) [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.