

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | GROW - G - 3 |
| **Head of Unit:**  **Email address: Telephone:**  **Number of available posts: Suggested taking up duty: Suggested initial duration: Place of secondment:** | Amaryllis Verhoeven [amaryllis.verhoeven@ec.europa.eu](mailto:amaryllis.verhoeven@ec.europa.eu)  +32 (0)2 299 83 56  1  **3rd quarter 2023 1**  **2 year(s)1**   **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**

Our Unit – DG GROW G3 – seeks to promote the digital transformation of our EU industry as well as, through the Single Digital Gateway, effective eGovernment solutions across the EU. These are priorities of the Commission and key pillars of the Single Market, the long-term competitiveness of the EU and the renewed EU Industrial Strategy.

We are looking for a colleague to join the team working on the Single Digital Gateway (“SDG”). Based on Regulation 2018/1724 and launched in December 2020, the SDG lays down an ambitious programme of user-centric, public service digitalisation. With the Your Europe portal as interface, the gateway provides businesses and citizens with high-quality information on rights, rules and procedures, assistance services, usage data collection systems and user feedback tools. The Your Europe interface and services will require regular upgrades to offer ever better services and actions to promote Your Europe and its tools.

By end 2023, the Single Digital Gateway is also to provide direct online access to the most important procedures for citizens and businesses in all Member States, for which the EU wide once-only technical system will allow an automated cross-border exchange of evidence between authorities at the request of the user. This challenge will require constant and skilful engagement with the Member States – our partners in the implementation and development process – and other stakeholders inside and outside the Commission beyond 2023. It will require a robust programme management and policy development activities to ensure that the benefits of the Single Digital Gateway and of the Once Only Technical System are fully reaped. It will also require addressing a significant number of questions at the crossroads of digitalisation and law.

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

Your first task in your new role will be to contribute to the implementation of the SDG once-only technical system and all related legal and IT questions, in close cooperation with Member States and other Commission departments. This will include contributing or participating in the working groups composed of representatives of Member States that deal with the various aspects of the governance of the OOTS.

You will also work on:

* digitalisation and cross-border accessibility of the most important administrative procedures for citizens and businesses
* a wide range of existing information and assistance services provided under Your Europe
* organisation of stakeholder involvement
* promotion of the SDG in other legislative proposals
* streamlining with other legal and non-legal initiatives, especially in the field digitisation and data.

The work of the SDG team includes organising the cooperation between the Commission and Member States to help national coordinators fully implement the SDG requirements by the deadlines imposed by the Regulation. It will also include liaising closely with other departments in the Commission, which are involved in the SDG file.

We offer an encouraging, cooperative work environment with plenty of opportunities to develop and apply your coordination, analytical and other skills. And to be recognised for your work.

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) :

legal, policy or IT, with excellent analytical and drafting skills and a strong interest in all things digital Professional experience

The job requires proven experience in public sector digital transformation and a good knowledge of the Single Digital Gateway Regulation (EU) 2018/1724 and its role for the well-functioning of the EU Single Market. The candidate’s previous professional experience should demonstrate that he or she has developed

excellent organisational skills, intellectual curiosity, an appetite for digging into the detail of complex topics, the ability to see the bigger picture as well as networking skills.

Language(s) necessary for the performance of duties

English is required. French and/or German would be a plus.

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). This decision is available on [http://ec.europa.eu/civil\_service/job/sne/index\_en.htm.](http://ec.europa.eu/civil_service/job/sne/index_en.htm)

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.