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| Logo of the European Commission, 12 yellow stars on a blue background arranged in a circle and framed by two light grey graphic elements representing the Berlaymont building, which is the headquarter of the European Commission. | EUROPEAN COMMISSION |

VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

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| DG – Directorate – Unit | COMM.D.3 |
| Post number in sysper: | 315066 |
| Contact person:  Provisional starting date:  Initial duration:  Place of secondment: | Stergios Vlachopoulos  2 quarter 2024  2 years  Brussels  Luxemburg  Other: Click or tap here to enter text. |
| Type of secondment |  |
| This vacancy notice is open to:    as well as  The following EFTA countries:  Iceland  Liechtenstein  Norway  Switzerland  The following third countries: ….  The following intergovernmental organisations: … | |
| Deadline for applications | Latest application date: 25-03-2024 |

**Entity Presentation (We are)**

Unit COMM.D.3 ("Finance and controls"), is part of Directorate D ("Resources") of DG Communication. DG Communication is under the direct responsibility of the President of the European Commission.

As domain leader in the field of external communication, DG COMM:

• plays a key role in developing and implementing corporate framework contracts in the area of communication, in close cooperation with other Commission services;

• runs pan-European communication campaigns concerning the priorities of the European Union, for fulfilling its role of explaining EU policies to outside audiences and communicating to the public on political priorities and topics of political importance or public interest;

• runs separate communication actions at local level, through the Representations of the Commission in the Member States, based on local framework contracts.

Unit COMM.D.3 provides legal and financial support to operational teams, and undertakes controls in the areas of public procurement, contract management and finance, both at headquarters level and for the Representations of the Commission in the Member States.

The unit is organised in three teams dealing with (i) public procurement and grants procedures and contract management; (ii) financial management; and (iii) internal control and risk management (ex post control).

**Job Presentation (We propose)**

**We propose a multi-faceted job in the public procurement and grants sector** (PPG) of COMM.D.3. This will give you the opportunity to assist and provide advice to operational and administrative teams in all stages of public procurement and grants projects, from initial planning and conception, to evaluation, award and implementation.

As part of this team, you will contribute to all activities of the PPG sector. In particular, you will:

• Provide assistance in the preparation, drafting, follow-up, evaluation and award of procurement and grants procedures undertaken by both headquarter units and Representations;

• Prepare advice related to procurement and grants procedures and contract implementation, ensuring compliance with the Financial Regulation;

• Contribute to maintaining databases and relevant indicators for the team’s activity, including questions answered and timeline of procurement procedures;

• Help drawing up and maintaining the multi-annual plan for procurement and grants and ensure follow-up of its implementation;

• Contribute to the preparation and delivery of trainings, workshops and seminars organised by the Unit;

• Provide assistance related to the use of eProcurement tools for high value procedures;

• Contribute to the functioning of the sector, including by following-up on the decisions taken in the team’s meetings, and ensuring the relevant updates of the team’s intranet page.

The variety of files and tasks, and the possibility to interact with clients with different specialisations, both from headquarter units and Representations, offers a wide scope for evolution in a friendly team of highly qualified procurement specialists.

**Jobholder Profile (We look for)**

**Selection criteria**

Diploma

- university degree or

- professional training or professional experience of an equivalent level

in the field(s): Law or Economics – preferably. Any other relevant university degree or professional experience will be considered.

Professional experience

Preferably minimum one year of experience in public procurement, in grants or in management of complex contracts for a public administration.

Language(s) necessary for the performance of duties

English

**Eligibility criteria**

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).

Under the terms of the SNE Decision, you need to comply with the following eligibility criteria at **the starting date** of the secondment:

* 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: having worked for at least one full year (12 months) with your current employer on a permanent or contract basis.
* Employer: must be a national, regional or local administration or an intergovernmental public organisation (IGO); exceptionally and following a specific derogation, the Commission may accept applications where your employer is a public sector body (e.g., an agency or regulatory institute), university or independent research institute.
* 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. If you come from a third country, you must produce evidence of a thorough knowledge of the EU language necessary for the performance of his duties.

**Conditions of secondment**

During the full duration of your secondment, you must remain employed and remunerated by your employer and covered by your (national) social security system.

You shall exercise your duties within the Commission under the conditions as set out by aforementioned SNE Decision and be subject to the rules on confidentiality, loyalty and absence of conflict of interest as defined therein.

In case the position is published with allowances, these can only be granted when you fulfil the conditions provided for in Article 17 of the SNE decision.

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](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32015D0444). It is up to you to launch the vetting procedure before getting the secondment confirmation.

**Submission of applications and selection procedure**

If you are interested, please follow the instructions given by your employer on how to apply.

The European Commission **only accepts applications which have been submitted through the Permanent Representation / Diplomatic Mission to the EU of your country, the EFTA Secretariat or through the channel(s) it has specifically agreed to**. Applications received directly from you or your employer will not be taken into consideration.

You should draft you CV in English, French or German using the **Europass CV format** ([[Create your Europass CV | Europass](https://europa.eu/europass/en/create-europass-cv)](http://europass.cedefop.europa.eu/en/documents/curriculum-vitae)). It must mention your nationality.

Please do not 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.

**Processing of personal data**

The Commission will ensure that candidates’ personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council ([[1]](#footnote-1)). This applies in particular to the confidentiality and security of such data. Before applying, please read the attached privacy statement.

1. () Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39 [↑](#footnote-ref-1)