



## VACANCY NOTICE

### SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION

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| <b>Post identification:</b><br>(DG-DIR-UNIT)   | <b>EPSO-05</b>   |
| <b>Head of Sector:</b><br><b>Email address:</b><br><b>Telephone:</b><br><b>Number of available posts:</b><br><b>Suggested taking up duty:</b><br><b>Suggested initial duration:</b><br><b>Place of secondment:</b>   | <b>Renata KRIZSAI</b><br><a href="mailto:Renata.Krizsai@ec.europa.eu">Renata.Krizsai@ec.europa.eu</a><br>+32 2 29 87258<br>1<br>1 <sup>st</sup> quarter 2022 <sup>1</sup><br>2 years <sup>1</sup><br><input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxemburg <input type="checkbox"/> Other: ..... |
|  | <input checked="" type="checkbox"/> With allowances <input type="checkbox"/> Cost-free   |
| <b>This vacancy notice is also open to</b><br><br><input type="checkbox"/> <b>the following EFTA countries :</b><br><input type="checkbox"/> Iceland <input type="checkbox"/> Liechtenstein <input type="checkbox"/> Norway <input type="checkbox"/> Switzerland<br><input type="checkbox"/> EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway)<br><input type="checkbox"/> <b>the following third countries:</b><br><input type="checkbox"/> <b>the following intergovernmental organisations:</b> |  |

#### 1. Nature of the tasks

The European Personnel Selection Office's core mission is to provide a professional staff selection service on behalf of the Institutions of the European Union. EPSO and its staff are committed to meeting both the needs of the Institutions and the expectations of candidates by attracting and selecting talented individuals from across the EU through effective and fair selection procedures.

In the Legal Affairs Sector, we provide comprehensive in-house legal assistance to EPSO's management and staff. Our purpose is to ensure that the legal framework is observed throughout EPSO's activities – from policy development to the operations of individual competition procedures.

Our tasks include, in particular

- providing legal advice to management, staff and the selection boards of competitions;
- handling administrative complaints lodged by candidates;
- dealing with matters relating to transparency and access to documents;
- responding to queries from the European Ombudsman;
- dealing with legal issues relating to the protection of personal data;
- contributing to the defence of EPSO's interests in litigation before the EU courts;
- contributing to efficient and effective candidate relationship management.

Our work involves regular contact with other services (in particular the Ombudsman's Office, the European Data Protection Supervisor's Office, the Legal Service and the Secretariat-General of the Commission), and with candidates.

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

EPSO strives to be recognised as a centre of excellence in personnel selection and a workplace of choice for staff who want to develop and further their career in the Human Resources field. We promote and abide by the values of integrity, ambition, professionalism, quality service, diversity and respect. We also encourage lifelong learning and regularly provide in-house training opportunities in the broad HR field.

The post of Legal Officer offers a wide variety of challenging tasks as a member of a friendly and committed team, in a highly stimulating, dynamic and innovative professional environment.

As our new colleague, you would be

- providing legal advice on a broad range of subjects related to staff selection procedures, including operational aspects and policy development;
- analysing and drafting replies to administrative appeal cases lodged by candidates;
- preparing legal opinions and/or projects of decisions on requests and queries in the field of access to documents, data protection, and complaints lodged with the Ombudsman;
- managing litigation, in cooperation with the Commission's Legal Service;
- contributing to internal coordination and communication within EPSO on matters of legal relevance;
- liaising with colleagues in associated external services;
- contributing to efficient and effective candidate relationship management.

We are looking for a highly motivated, open-minded and enthusiastic lawyer with excellent analytical and drafting skills. Since the job routinely involves dealing with sensitive information, a strong sense of discretion is also required. A good understanding of the human dimension and of individual differences would be considered an asset. The ideal candidate should be a quick learner with a flexible attitude and good organisational skills. He or she should enjoy working both independently and in a team.

## 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) : law.

#### Professional experience

Job-related experience: at least 2 years

Qualifier: required  
Administrative law.

Language(s) necessary for the performance of duties

A very good command of the main Commission working languages is essential, in order to communicate efficiently with internal and external stakeholders.  
English level C1, French level C1.

**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.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-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.