



VACANCY NOTICE

SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION

Post identification: (DG-DIR-UNIT)	REFORM-B-4
Head of Unit: Email address: Telephone: Number of available posts: Suggested taking up duty: Suggested initial duration: Place of secondment:	Raluca PAINTER raluca.painter@ec.europa.eu +32.2.2984279 1 4 th quarter 2021 ¹ 2 years ¹ <input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxemburg <input type="checkbox"/> Other:
	<input checked="" type="checkbox"/> With allowances <input type="checkbox"/> Cost-free
<p>This vacancy notice is also open to</p> <p><input type="checkbox"/> the following EFTA countries : <input type="checkbox"/> Iceland <input type="checkbox"/> Liechtenstein <input type="checkbox"/> Norway <input type="checkbox"/> Switzerland <input type="checkbox"/> EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway)</p> <p><input type="checkbox"/> the following third countries:</p> <p><input type="checkbox"/> the following intergovernmental organisations:</p>	

1. Nature of the tasks

Directorate General for Structural Reform Support (DG REFORM) is under the coordination of Commissioner Ferreira. The mission of DG REFORM is to provide and coordinate technical support to Member States for the preparation and implementation of structural reforms - in particular in the context of economic governance process - as well as for the efficient and effective use of the European Union funds. The support is open to all Member States, upon request.

DG REFORM currently provides support to 27 Member States. It has approximately 200 members of staff based in Brussels, Athens, Nicosia, Zagreb and Bucharest. It is composed of a management team, a horizontal policies unit and two Directorates. Directorate A is composed of three units responsible for budget and finance; planning, evaluation and coordination of support; and Cyprus settlement support. Directorate B is composed of 5 units responsible for revenue administration and public financial management; governance and public administration; sustainable growth and business environment; labour market, education, health and social services; and financial sector and access to finance.

DG REFORM has a strong coordination role across the Commission, as well as frequent contacts with Member States and other stakeholders.

DG REFORM manages the Structural Reform Support Programme (SRSP), and the TSI (Technical Support Instrument), which is an integral part of the Recovery Plan and which will help Member States to prepare for the use of the different funds. Both SRSP and TSI have a dedicated budget and a legal framework for the provision of technical support to Member States. DG REFORM also manages the Aid Programme for the Turkish Cypriot community.

REFORM.B4 is the Labour market, education health and social services Unit, in charge of technical support projects in the fields of labour market policies, social protection, education, health care and migration.

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

In the context of the Technical Support Instrument (TSI) regulation, the SNE will contribute to the development of technical support to assist Member States in the design and implementation of reforms. This will cover the deployment of technical support in the areas of Labour market, social services and migration, or in the area of Health or Education. The SNE will contribute to the development of major technical support projects in this area.

The SNE will also contribute to internal Commission discussions, notes and reports in the areas covered by the unit.

In the area of activity, the expert will perform the following tasks:

- Provide general analysis on developments in the fields of the Unit, in particular on Labour market, Social services and migration.
- Contribute to the development and deployment of technical support projects, in coordination with other EC services and technical support providers (Member States, international organisation, public agencies and private experts).
- Management of complex contracts: identification of needs, drafting of terms of reference, negotiation and monitoring of contracts.
- Follow up and ensure effective implementation of the technical support projects, in liaison with the technical support providers.
- Prepare and/or coordinate briefings, working papers and other material.
- Design technical support projects in the areas covered by the unit, in particular in the fields of Labour market and Social services, and prepare the necessary administrative and financial documentation.
- Follow up policy developments related to technical support projects.
- Contribute to discussions with Member State authorities as technical support recipients or providers, international organisation providing technical support and other external stakeholders, with the caveat that s/he will not enter into commitments, financial or otherwise, or 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) : financial and monetary economics; structural reform processes; policy and project management.

Professional experience

The seconded national expert should demonstrate proven capacity to design, implement and follow up projects of technical support (identification of needs, development of terms of reference - including budgetary aspects -contracting, evaluation);

Proven experience in the field of labour market and social policies & migration, or in the field of health or education. Proven capacity to undertaken a high-level of responsibility in central administration, inter-ministerial coordination or local government.

She/he should also demonstrate the capacity to manage complex negotiations with technical support suppliers (Member States, international organisations, public agencies, private sector) as well as the ability to advance the work quickly with sound judgement and to interact effectively with colleagues from the Commission services, Member States (both at political and technical levels), as well as with representatives from European or international organisations.

Language(s) necessary for the performance of duties

The seconded national expert will work mostly in English. Excellent drafting skills in English are required. Knowledge of French is not requires but will be an advantage.

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.

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (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) 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.