



VACANCY NOTICE

SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION

Post identification: (DG-DIR-UNIT)	ECHO-A-3
Head of Unit: Email address: Telephone: Number of available posts: Suggested taking up duty: Suggested initial duration: Place of secondment:	DAS Hans Hans.DAS@ec.europa.eu +32 229-90436 1 2 nd quarter 2023 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
This vacancy notice is also open to <input checked="" type="checkbox"/> the following EFTA countries : <input type="checkbox"/> Iceland <input type="checkbox"/> Liechtenstein <input checked="" type="checkbox"/> Norway <input type="checkbox"/> Switzerland <input type="checkbox"/> EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway) <input type="checkbox"/> the following third countries: <input type="checkbox"/> the following intergovernmental organisations:	

1. Nature of the tasks

The European Commission's Civil Protection and Humanitarian Operations Directorate General (ECHO) is responsible for responding to major crises around the world through both the Union Civil Protection Mechanism (UCPM) and ECHO's humanitarian channels. The jobholder will be assigned to the Security and Situational Awareness unit (ECHO A.3) within the Emergency Management and rescEU directorate, which is responsible for facilitating responses to crises through the Emergency Response Coordination Centre (ERCC), the operational arm of the UCPM.

The jobholder's primary task will be to support the ERCC's work on strategic anticipation and longer-term foresight, which is intended to inform internal operational readiness, enhance operational effectiveness and support other related work strands within ECHO and on the part of interlocutors, including authorities in Member States. As such, the jobholder will be expected to work closely with many different elements of DG ECHO, including the ERCC, ECHO's capacities team (responsible for rescEU and the maintenance of the European Civil Protection Pool), relevant policy units within ECHO responsible for both civil protection and humanitarian affairs, as well as other Services within the Commission and EEAS, Council functions (including the Integrated Political Crisis Response (IPCR) arrangements), Member State authorities, international organisations, and other salient stakeholders. In every respect, the jobholder's focus will be cross-border and cross-sectoral in nature.

More specifically, s/he will be expected to contribute to:

- The maintenance and further build-out of the ERCC's strategic anticipation and foresight function, part of the 'ERCC 2.0' initiative launched in 2021. This function aims to provide the ERCC and other stakeholders with a better understanding of the evolving cross-border and cross-sectoral risk/threat landscape and what implications it might have for both individual ongoing operations and crisis management through the UCPM;

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

- The continued mainstreaming of anticipation/foresight thinking into UCPM operations and operational planning;
- The continued linking of the outcomes of anticipation/foresight outcomes to capacity development vis-à-vis rescEU and the European Civil Protection Pool;
- Decision-making on specific UCPM operations, including through the preparation of different kinds of analytical products, targeted media monitoring and reporting;
- Ongoing work on critical infrastructure resilience, hybrid, cybersecurity, etc. being led by other Services within 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) : strategic foresight, evidence-based, anticipatory policy making, crisis management, emergency management, business continuity management, etc.

Professional experience

Security and Situational Awareness unit (ECHO A.3) is seeking a flexible and service-minded colleague with substantial previous experience in operational crisis management, policy development experience in the field of crisis management, and providing broad-based cross-border/cross-sectoral analytical support in the context of crisis/emergency management. Previous experience working within specific sectors (e.g. crisis management, civil protection, humanitarian aid, defence, energy, transport, telecommunications, etc.), in national government administrations (including national crisis coordination functions), and/or in/with international organisations is relevant. Previous experience working in a national crisis centre is an asset. International field experience is also an asset. In addition, the candidate should be familiar with UCPM specifically as well as the workings of the EU more generally, including the interplay between different European Institutions.

The jobholder should be able to quickly familiarize him/herself with new, sometimes very technical subjects and to manage a number of complex files simultaneously. He/she should have very good organisational and writing skills, and should be computer literate and have experience working with collaborative tools. A team spirit mindset is essential.

Language(s) necessary for the performance of duties

A high level of English and excellent drafting skills are required. Other Union languages may be an asset.

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.B.1. 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 7 years after the secondment (2 years for not selected 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, Unit HR.B.1, HR-B1-DPR@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 security checks.