



VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

DG – Directorate – Unit	Directorate General for European Civil Protection and Humanitarian Aid Operations (DG ECHO) Directorate C - Neighbourhood, Middle East, South-West and Central Asia Unit C1 - Southeast Europe, Eastern Neighbourhood and Central Asia
Post number in sysper:	444514
Contact person: Provisional starting date: Initial duration: Place of secondment:	JUHA AUVINEN 3rd quarter 2024 2 years <input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxemburg <input type="checkbox"/> Other: Click or tap here to enter text.
Type of secondment	<input checked="" type="radio"/> With allowances <input type="radio"/> Cost-free
This vacancy notice is open to: <input checked="" type="radio"/> EU Member States as well as <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"/> The following third countries: <input type="checkbox"/> The following intergovernmental organisations: ... <input type="radio"/> EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway)	
Deadline for applications	<input checked="" type="radio"/> 2 months <input type="radio"/> 1 month

Entity Presentation (We are)

The unit ECHO C1 provides humanitarian support to people affected by crises in Türkiye, Western Balkans, the Eastern Neighbourhood and Central Asia. Relief assistance is targeted at the most vulnerable groups caught up in natural, man-made or complex disasters, in situations where local resources are insufficient to meet the needs.

The unit proposes both the strategy and funding of humanitarian actions and oversees the delivery of aid in coordination with relevant stakeholders. The unit manages funds of the European Union humanitarian aid budget, which finances assistance and protection programmes implemented by international humanitarian organisations. It ensures that aid is accessible for its intended recipients and administers the funds in accordance with the principles of humanity, impartiality, neutrality and independence, as defined in the European Consensus on Humanitarian Aid.

The unit develops the international dimension of the European Union Civil Protection mechanism (UCPM) through programmes and partnerships with the Enlargement and Eastern Neighbourhood countries.

Job Presentation (We propose)

A position as a project manager in a unit composed of some 20 staff members. The successful candidate will join the Ukraine/ Moldova team.

The main responsibilities are to follow and report on the overall and humanitarian situation in the country, to analyse humanitarian needs and the overall international response, to prepare the operational response strategy of DG ECHO for Ukraine, project management (throughout the project cycle), and to supervise the work of technical experts in the field. The position involves significant briefing and reporting activity (written and oral), international outreach, regular contacts / coordination / representation activities including with other Commission services, the EEAS, EU Delegations, EU Member States and third countries, the European Parliament, the UN, the Red Cross movement and NGOs.

Jobholder Profile (We look for)

The candidate must have at least three years of professional experience, of which a minimum of two years in EU external relations, preferably related to EU humanitarian aid, as well as experience in project management, crisis management, organisational planning, coordination and execution.

Technical expertise on humanitarian assistance, including in the field, is considered a distinct asset.

The candidate should be highly motivated and well organised with a proven capacity to achieve quality results within tight deadlines. The ability to deal autonomously with numerous tasks and to assume shifting responsibilities (particularly when a humanitarian crisis arises) represents an important component of this job, the same as the ability to work as part of a team, and to liaise effectively with colleagues outside the unit. Excellent drafting and oral skills in English are required, good drafting and oral skills in French will

be considered an asset. The candidate must be willing to travel to the assigned countries or regions, sometimes under challenging conditions, and be ready to coordinate and join high-level missions to the field.

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](#)). 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 your CV in English, French or German using the **Europass CV format** ([Create your Europass CV | Europass](#)). 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⁾. 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)