

**VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT**

DG – Directorate – Unit	DG HOME Visa Policy unit B4
Post number in sysper:	144631
Contact person:	Dimitri Giotakos – Head of unit
Provisional starting date:	3rd quarter 2024
Initial duration:	2 years
Place of secondment:	<input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxemburg <input type="checkbox"/> Other: ...
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 checked="" type="checkbox"/> The following EFTA countries: <input checked="" type="checkbox"/> Iceland <input checked="" type="checkbox"/> Liechtenstein <input checked="" type="checkbox"/> Norway <input checked="" 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)

We are the Visa Policy unit (HOME.B4), a unit currently consisting of 15 colleagues. The unit is responsible for developing and monitoring the implementation of the EU common visa policy. The unit is responsible for the implementation of the Visa Code and the Visa regulation, visa exemption, the conclusion of Visa Facilitation Agreements and Visa Waiver Agreements with third countries and the legal enforcement of the relevant EU acquis. The unit is also responsible for the VIS Regulation (Visa Information System), which is the legal basis of the large-scale database storing data and decisions on visa applications which is managed by eu-LISA, the EU agency in charge of IT systems in the justice and home affairs area. The unit is also in charge of the digitalisation of visa procedures and will contribute substantially as from 2024 to the

implementation of the legal base adopted end 2023 that underpins the digitalisation of visa procedures.

Job Presentation (We propose)

The Jobholder will mostly deal with the implementation of the digitalisation of visa procedure that was adopted by the European Parliament and the Council at the end of 2023 and whose implementation will start in 2024. The implementation will consist of the preparation and adoption of 17 acts that will set the technical details provided for in the legal basis.

The Jobholder will be part of a team whose task will be to draft, revise and provide input on the implementing and delegated acts that will implement the digitalisation of visa procedures.

She/he will follow as well the implementation of the revised VIS.

She/He will also be associated to other tasks of the unit linked to Visa policy, depending on his/her profile and needs of the unit.

Jobholder Profile (We look for)

The candidate should have an experience on Visa policy and its practical application by visa authorities. In particular the candidate should be familiar with the application process for Schengen short-stay visas.

He/She should have experience in drafting legislation.

Having dealt with the VIS Regulation at national level and possibly the digitalisation of the visa process (for example digital application form, processing digital application files) at national level would be an asset.

An interest in IT issues and possibly an experience in the implementation of IT systems at national or EU level would be welcome.

Good communicating skills and ability to draft in English legal and technical texts are required. Attention to details is also important for this job.

Flexibility, a team player spirit and capacity to prioritize tasks are essential.

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)