



EUROPEAN COMMISSION

VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

DG – Directorate – Unit	DG ECHO – Humanitarian Affairs section in EUDEL in NY
Post number in sysper:	Click or tap here to enter text.
Contact person:	Joachime.NASON@ec.europa.eu
Provisional starting date:	August 2025
Initial duration:	2 years
Place of secondment:	<input type="checkbox"/> Brussels <input type="checkbox"/> Luxembourg <input type="checkbox"/> Other: EU Delegation NY
Type of secondment	<input type="radio"/> With allowances <input checked="" 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 Latest application date: 25-06-2025

Entity Presentation (We are)

New York is, with Geneva, one of the world's major humanitarian hubs, that hosts a large and active humanitarian community both on the side of the UN and among Member States.

The Humanitarian Affairs section is one of the smallest sections in the EUEL, consisting of one official (Head of Section), two local agents/policy officers, 1 half time secretary and a Junior Professional in Delegation (JPD). The members of the section work with and report directly to the European Commission's department for Humanitarian Assistance and Civil Protection (DG ECHO). Humanitarian work in NY focuses on humanitarian policy and normative frameworks, but also on the most acute humanitarian crises. The volume and importance of humanitarian work in NY has grown steadily.

Job Presentation (We propose)

Under the authority of the Head of Delegation (HoD) and under instruction of the responsible service in Headquarters (DG ECHO) and the Head of Section for Humanitarian Affairs, the national expert will contribute in relevant UN and other multilateral forum in the field of humanitarian affairs. The national expert will assist in ensuring close links of the European Union to the United Nations Organisations, agencies and programmes. The successful candidate will also assist in the coordination and consultation with EU Member States and where appropriate with other international, regional, governmental and nongovernmental actors; assist in the negotiation of humanitarian resolutions, statements and political declarations.

The national expert will undertake the following tasks:

- Preparation and active participation in meetings related to Humanitarian Affairs and drafting reports on such meetings for the purpose of reporting to Headquarters or sharing information with EU Member States' Missions in New York
- Attend operational and donor briefings and report on their contents; express on these occasions EU priorities, concerns and views on the operational activities and policies of the humanitarian organizations.
- Establishing and maintaining a relevant network of contacts with representatives of EU Member States, other UN Member States, other observer missions at the UN, the UN Secretariat and other international organisations and as well as non-governmental organisations and other relevant actors in New York.
- Organizing and reporting on internal EU coordination meetings at expert level in his/her field of expertise, including coordinating EU common positions for e.g. statements and negotiations of resolutions.
- Assist in the preparation, organization and follow up to visits to New York of EU (senior) officials, including for high level events related to humanitarian issues,
- Analysis and Advice / Monitoring and Reporting: contribute to / assist / prepare reports regularly and in a timely manner for HoD or Deputy HoD (including early warnings, specific requests, info flashes and "think pieces") and briefings.
- Administrative tasks such as distribution of documents, preparation and follow up of speaking requests and EU statements for debates/meetings in the UN, organization of files and programs for high-level visitors, preparation and follow-up of missions, management and follow-up of the Section's agendas, schedules and appointments and filing and archiving related to the Section.

Jobholder Profile (We look for)

We are looking for a dynamic national expert for joining the Humanitarian Affairs section in the EU Delegation in New York.

A professional experience of at least 3 years in International relations, cooperation and development, civil protection, emergency response and humanitarian aid is an advantage.

The national expert must have very good drafting and oral skills in English, as well as good communication skills in French; must be able to represent the service in relevant meetings and carry out coordination with EU Member States and outreach to third countries. Previous experience in humanitarian assistance and working experience in multilateral affairs is an advantage. The successful candidate will have to demonstrate strong organisational planning, co-ordination, and execution skills.

Due to the nature of the work on humanitarian affairs in NY, the candidate for the post must be highly motivated and well organized, be able to work quickly and under pressure, assume shifting tasks and responsibilities, and work as part of a team. This may require availability and willingness to work longer than standard hours during the negotiation season in New York, and during specific high-level or other events such as the UNGA High level week, the annual Humanitarian week, the Protection of Civilian week and the ECOSOC Humanitarian Aid segment.

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)