



EUROPEAN COMMISSION

## VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

DG – Directorate – Unit	Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs (DG GROW)  Directorate G- Compliance and Responsible Business Conduct  Unit G1- Responsible Business Conduct
Post number in sysper:	487386
Contact person:  Provisional starting date: Initial duration: Place of secondment:	Amaryllis VERHOVEN (Head of unit G1) Amaryllis.VERHOEVEN@ec.europa.eu  Alexandra KUXOVÁ  Alexandra.kuxova@ec.europa.eu  Q4 2025 2 years  <input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxembourg <input type="checkbox"/> Other: <a href="#">Click or tap here to enter text.</a>
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: 25-09-2025
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### **Entity Presentation (We are)**

Directorate G develops and manages policies to promote responsible business behaviour, the digitalisation of the single market, and implements the control on foreign subsidies framework. As part of DG GROW's wider mission, Directorate G is aiming to uphold the integrity of the EU single market, support sustainable economic growth, and enhance the overall competitiveness of EU businesses. DG GROW.G1 aims to help build a business-friendly regulatory environment in the EU's single market, making it easy and rewarding for businesses to start, scale, and operate responsibly. We serve as the hub in GROW for all work related to corporate responsibility, sustainability, and the promotion of innovative startups and scale-ups. We are also in charge of the Regulation prohibiting products made with forced labour on the Union market. We are a dynamic and collaborative team that values mutual support, open communication and well-being at work. We encourage continuous learning, creativity, innovation and open feedback, and support professional growth for all team members.

### **Job Presentation (We propose)**

We propose an exciting opportunity to make a difference by advancing the agenda on responsible business conduct (RBC). You will have the unique chance to contribute your knowledge and creativity to ensure that the EU legal framework on RBC is as simple as possible, can be effectively implemented by companies, and that compliance with responsible conduct rules effectively turns into business value for companies.

Your work will focus on developing tools to support companies on RBC. In particular, you will be responsible, together with a contractor, for the development of a dedicated information portal on due diligence, the design and implementation of a comprehensive communication plan to raise awareness about due diligence among SMEs and the creation of tailored training materials and organisation of interactive workshops to equip SMEs with the necessary knowledge and tools to implement due diligence practices.

In addition, you will contribute to RBC data standardisation to make data interoperable, and easier to share and re-use, and explore the development of dedicated Commission digital tools for sustainability due diligence and reporting.

You will also be responsible for outreach and engagement with businesses and business associations in different forms (e.g. dedicated workshops, events), as well as engaging with many public and private stakeholders, other DGs, and other institutions such as the OECD and UN.

### **Jobholder Profile (We look for)**

We are looking for a motivated and pragmatic colleague with at least three years' relevant professional experience. The ideal candidate will have a strong background in law and/or economics, and a background in corporate responsibility and/or supply chain management

policies and practices. Knowledge of the SME business environment would be an asset. The successful candidate should have a strong problem-solving attitude, and excellent communication skills, who is also an effective team player.

Additional qualities and skills include:

- The ability to conceptualise problems and identify and implement solutions.
- The capacity to work both proactively and autonomously, as well as collaboratively in a team environment.
- A proactive attitude toward addressing and acting upon problems.
- Flexibility and openness toward new demands.
- Strong interpersonal skills to reach out to people and build constructive relationships.
- Empathy and diplomacy in interactions with colleagues and stakeholders.
- Proven oral and drafting skills for clear and concise communication.
- Organisational skills

The working language is English. A working knowledge of French would be an advantage and other languages an additional asset.

### **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 <sup>(1)</sup>. This applies in particular to the confidentiality and security of such data. Before applying, please read the attached privacy statement.

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<sup>(1)</sup> 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)