

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

DG – Directorate – Unit	DG HR- Directorate F ‘Finance, legal & Partnerships’- Unit HR.F.6 “Appeals & Case monitoring”
Post number in sysper:	52191
Contact person:	Lars ALBATH
Provisional starting date:	1 September 2025
Initial duration:	2 years
Place of secondment:	<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 type="radio"/> 2 months <input checked="" type="radio"/> 1 month Latest application date: 25-07-2025

Entity Presentation (We are)

Unit HR.F.6 ‘Appels and case monitoring’ is one of the two legal units in DG ‘Human Resources and Security’ of the European Commission and deals with the broad and diverse field of European administrative law and specifically European civil service law. The pre-litigation phase covers a wide variety of cases: recruitment, career, financial entitlements,

social security, discipline and also harassment cases with their institutional and administrative aspects and sometimes links with national law.

Unit HR F.6 is a dynamic, efficient and tightly-knit team, of 12 lawyers and 5 assistants.

The diverse and interesting procedures applicable on this field range from appeals against decisions taken by the Administration (Article 90 (2) of the Staff Regulations) to requests for decisions to be taken (Article 90 (1) of the Staff Regulations).

Unit HR.F.6 also deals with requests for assistance submitted by an official or other agent against acts perpetrated by others and to which he or she is subjected by reason of his or her position or duties (Article 24 of the Staff Regulations). That activity also includes dealing with allegations of harassment. The procedure followed for these cases is complex but extremely interesting and rewarding.

Unit HR.F.6 is also responsible for coordinating the handling of requests for access to documents concerning DG HR (under Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents).

Job Presentation (We propose)

The "Appeals and Case Monitoring" Unit is looking for a seconded national expert ('SNE') who will be in charge with the analysis of the pre-contentious files and the drafting of the decisions in an autonomous manner, while working in close cooperation with other members of the team.

We offer a varied and rewarding job which provides insights into the internal functioning of the European Commission and contacts with other Commission departments, notably the Legal Service. The processing of files must comply with the deadlines set and represents one of the important tasks that will be entrusted to the selected candidate, speed and rigour being the key to success.

Jobholder Profile (We look for)

Openness, customer orientation, excellent drafting skills, good analytical skills as well as a considerable capacity to listen, represent traits of character which, besides being personally enriching, are necessary in order to properly address the pre-contentious phase of civil service disputes. A good command of English and/or French is needed.

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 legal 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)