



VACANCY NOTICE

SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION

Post identification: (DG-DIR-UNIT)	EMPL-B-3
Head of Unit: Email address: Telephone: Number of available posts: Suggested taking up duty: Suggested initial duration: Place of secondment:	Chiara RIONDINO chiara.riondino@ec.europa.eu +32 229 57601 1 4 th quarter 2022 ¹ 2 years ¹ <input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxembourg <input type="checkbox"/> Other:
	<input type="checkbox"/> With allowances <input checked="" type="checkbox"/> Cost-free
This vacancy notice is also open to <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"/> EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway) <input type="checkbox"/> the following third countries: <input type="checkbox"/> the following intergovernmental organisations:	

1. Nature of the tasks

EMPL B.3 – Vocational Education and Training – CEDEFOP, in DG Employment, Social Affairs and Inclusion (EMPL) works to develop vocational education and training (VET) policies and tools that help people acquire the skills they need to play an active role in society and in the labour market, make full use of digital technologies and contribute to a sustainable economy.

To meet these goals, we work on improving the effectiveness, quality and attractiveness of VET, promote the development of centres of vocational excellence across Europe and stimulate the offer and take-up of quality and effective apprenticeships. We work on skills intelligence and skills for the digital and green transitions.

We manage the relations with the European Centre for the Development of Vocational Training (Cedefop) and we cooperate with the European Training Foundation (ETF) and international organisations (e.g. OECD, ILO, UNESCO, World Bank, WorldSkills) on VET issues to support evidence-based policy making and sharing of best practices. We provide strategic orientation and ensure efficient and effective management, monitoring and evaluation of Erasmus+ (E+) funding for vocational education and training and ensure cooperation with other EU financial instruments, in particular the ESF+.

The selected colleague is expected to contribute to driving forward the overall work of the unit on learning mobility and vocational excellence and attractiveness, and more specifically:

1. Develop, implement and follow-up policies on VET mobility, including apprentice mobility and digital apprenticeships
2. Contribute to the overall work of the unit on Erasmus+, and manage specific E+ initiatives, such as the Centres of Vocational Excellence.

¹ These mentions are given on an indicative basis only (Art.4 of the SNE Decision).

Relating to this area of competence s/he will:

- Draft policy papers, including a possible Commission initiative on updating the learning mobility framework accompanying the strengthened Erasmus+ programme
- Monitor policy-making and provide information and policy analysis
- Contribute to development and implementation of online tools on skills and qualifications
- Prepare briefings, speeches, replies to Parliamentary Questions and inter-service consultations on skills and qualifications policy
- Cooperate closely with other Commission Services or agencies, such as DG EAC, GROW, CNECT, EACEA, CEDEFOP
- Establish and maintain regular contacts with stakeholders, other institutions and/or organisations, and facilitate the exchange of information among Member States in the assigned policy area, including planning of events
- Contribute to drafting calls for proposals or tender dossiers, and to preparing and/or managing studies

2. Main qualifications

a) Eligibility criteria

The following eligibility criteria must be fulfilled by the candidate in order to be seconded to the Commission. Consequently, the candidate who does not fulfil all of these criteria will be automatically eliminated from the selection process.

- 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: candidates must have at least one year seniority with their employer, that means having worked for an eligible employer as described in Art. 1 of the SNE decision on a permanent or contract basis for at least one year before the secondment;
- 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. SNE from a third country must produce evidence of a thorough knowledge of one EU language necessary for the performance of his duties.

b) Selection criteria

Diploma

- university degree or
- professional training or professional experience of an equivalent level

in the field(s) : economics, political sciences, education sciences, computer sciences.

Professional experience

Applicants should have experience in skills, education and training or labour market policies.

Furthermore applicants should prove:

- Excellent policy analysis skills
- Excellent drafting skills
- Excellent communication skills, both oral and written
- Ability to work in an autonomous way, as well as in a team, and a strong sense of initiative
- Strong organisational skills and the capacity to deliver high quality output even within tight and shifting deadlines

Language(s) necessary for the performance of duties

The working language of the unit is mainly English (especially for drafting). Therefore a strong knowledge of the English language is required (at least C1), as well as knowledge of one of the other languages of the European Union. Knowledge of the French language would be an asset.

3. Submission of applications and selection procedure

Candidates should send their application according to the **Europass CV format** (<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>) in English, French or German **only to the Permanent Representation / Diplomatic Mission to the EU of their country**, which will forward it to the competent services of the Commission within the deadline fixed by the latter. The CV must mention the date of birth and the nationality of the candidate. **Not respecting this procedure or deadlines will automatically invalidate the application.**

Candidates are asked not to 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. Candidates will be informed of the follow-up of their application by the unit concerned.

4. Conditions of the secondment

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).

The SNE will remain employed and remunerated by his/her employer during the secondment. He/she will equally remain covered by the national social security system.

Unless for cost-free SNE, allowances may be granted by the Commission to SNE fulfilling the conditions provided for in Art. 17 of the SNE decision.

During the secondment, SNE are subject to confidentiality, loyalty and absence of conflict of interest obligations, as provided for in Art. 6 and 7 of the SNE Decision.

If any document is inexact, incomplete or missing, the application may be cancelled.

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, OJ L 72, 17.03.2015, p. 53).

The selected candidate has the obligation to launch the vetting procedure before getting the secondment confirmation.

5. Processing of personal data

The selection, secondment and termination of the secondment of a national expert requires the Commission (the competent services of DG HR, DG BUDG, PMO and the DG concerned) to process personal data concerning the person to be seconded, under the responsibility of the Head of Unit of DG HR.B.1. The data processing is subject to the SNE Decision as well as the Regulation (EU) 2018/1725.

Data is kept by the competent services for 7 years after the secondment (2 years for not selected experts).

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given below.

Contact information

- **The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, Unit HR.B.1, HR-B1-DPR@ec.europa.eu.

- **The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- **The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

To the attention of candidates from third countries: your personal data can be used for security checks.