



VACANCY NOTICE

SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION

Post identification: (DG-DIR-UNIT)	INTPA-A-5_Del Zambia
Head of Unit: Email address: Telephone: Number of available posts: Suggested taking up duty: Suggested initial duration: Place of secondment:	Jacek JANKOWSKI Delegation-zambia-hoa@eeas.europa.eu +260 211 255583 1 1st quarter 2023¹ 2 years¹ <input type="checkbox"/> Brussels <input type="checkbox"/> Luxemburg <input checked="" type="checkbox"/> Other: Lusaka
	<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

Under the supervision of the Head of Delegation and the Head of Cooperation, to contribute to the implementation of the European Joint Strategy (EJS) for the Team Europe (TE) – Zambia Partnership 2021-2027, as well as to the management, promotion and coordination of the Erasmus+ programme in coordination with EU member states' traineeships programmes with Zambia, in the TE spirit.

Main tasks include:

Policy Analysis and Advice

- Support and contribute to sectors' coordination, analysis and policy dialogue with the Government of Zambia and with the EU MS within the scope of the EJS under Team Europe.
- Support and contribute to sector analysis and policy dialogue with the Government of Zambia, Cooperating Partners and other relevant stakeholders in the field of higher education, through Erasmus+ programme and EU MS equivalent traineeship's projects/initiatives.

Program Management

- Support to the EJS management and implementation through coordination from policy dialogue to joint implementation of programmes.
- Support in development of a mapping tool with EU and EU MS funded programmes, including funding allocation/disbursement, under the new EU/TE-Zambia partnership and its regular follow-up/updating.
- Contribute to assisting possible ERASMUS+ applicants and beneficiaries in application processes including dissemination of programme documentation (application forms, guidelines, manuals, etc.), information sharing, targeted training, proposal writing.
- Assist in selection/evaluation, monitoring and dissemination of Erasmus+ projects.

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

- Assist organisations and individuals, in particular new organisations, with a view to increasing and improving their participation in Erasmus+ programme.
- Support in mapping tertiary education related opportunities for Zambia by the EU (Erasmus+) and EU MSs (bilateral education scholarships/fellowships/trainings), and development of a dynamic monitoring tool for EU and EU MSs tertiary education programmes/projects and results in Zambia and its regular follow-up/updating.
- Support to improving cooperation, coordination and joint promotion and visibility of the Erasmus+ and EU MS bilateral similar programmes/initiatives in the TE spirit.
- Assist in establishing a dynamic database of potential, ongoing and past beneficiaries of the Erasmus+ (i.e. institutions such as universities, colleges) and developing a networking mechanism/framework.

Representation and Participation

- Organisation and participation to events related to joint programmes developed under the JES.
- Liaise with European Education and Culture Executive Agency (EACEA) in charge of Erasmus+ and other EUDs to learn, exchange, interact and update.
- Assist in cooperation and regular exchanges with the national Erasmus+ focal point.
- Assist in active participation of the EUD to Zambia in EU MSs and/or national tertiary education events/initiatives.

Communication

- Organise and support joint communication on all aspects related to JES and joint programmes developed under JES.
 - Support in putting in place a joint communication and visibility strategy in line with the EUD strategic communication and public diplomacy, EU new guidelines on Communication and Visibility and EU MSs communication principles, and in complementarity with the EUD C&V global and project/programme based activities.
 - Contribute to promoting and disseminating Erasmus+ Programme (i.e. opportunities) to Zambia potential beneficiaries (universities, teachers, students) through organisation of different events (i.e. education/Erasmus+ fair)/ workshops, development of communication contents and use of social media.
 - Assist in producing and disseminating the impacts and results of Erasmus+ programme including through the collection of data and information on the successful Erasmus+ projects.
 - Support in organising information and promotional activities in liaison with the Commission services/EACEA when appropriate, e.g. info-days, seminars, conferences, newsletters, web sites, fairs, etc.
- Support in organising information and promotional activities related to EU MSs initiatives (including joint events).

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) : political/economic sciences, development studies, public administration, communication, marketing, or any other field relevant to the tasks to be performed.

Professional experience

Experience in project/programme management and/or Coordination. Working experience in a developing country. Previous working experience in global/ integrated/ multidonor/multisector initiatives would be an advantage.

Language(s) necessary for the performance of duties

English.

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.