



## VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

DG – Directorate – Unit	<b>European Civil Protection and Humanitarian Operations (ECHO)</b>  <b>A</b>  <b>01 – Emergency Response Coordination Centre</b>
Post number in sysper:	175045
Contact person:  Provisional starting date: Initial duration: Place of secondment:	Maria Zuber  Third quarter 2024 2 years <input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxemburg <input type="checkbox"/> Other: <a href="#">Click or tap here to enter text.</a>
	<input checked="" type="checkbox"/> With allowances <input type="checkbox"/> Cost-free
This vacancy notice is open to:  <input checked="" type="checkbox"/> EU Member States <input type="checkbox"/> EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway)	
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"/> The following third countries: <input type="checkbox"/> The following intergovernmental organisations:	
Deadline for applications	<input checked="" type="checkbox"/> 2 months <input type="checkbox"/> 1 month

### Entity Presentation (We are)

The unit aims at a rapid, effective and coherent EU response to major disasters occurring inside and outside the EU. When a disaster encompasses both humanitarian aid and civil protection assistance, the unit provides a platform for effective coordination both within the DG and with other Commission services, EU institutions and bodies, as well as Member States during the emergency phase.

The unit hosts the Emergency Response Coordination Centre (ERCC), with a 24/7 duty system, which provides a number of common services for DG ECHO, other Commission Services and EU actors involved in disaster management. The ERCC acts as the central 24/7 contact point at EU level for the activations of Integrated Political Crisis Response Arrangements (IPCR) and the Solidarity Clause. The centre also manages requests, acquisition and delivery of satellite maps through the Copernicus Emergency Management Service on a 24/7 basis.

The unit monitors early-warning systems and informs DG ECHO's hierarchy of significant natural and man-made disasters in line with established standard operating procedures.

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

- A dynamic and challenging international working environment
- A job carried out in cooperation with a wide range of partners inside and outside the EU
- A full set of learning and training opportunities targeted to the needs of the job

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

DG ECHO's Emergency Response Coordination Centre (ERCC) unit is looking for a mature, flexible and service minded colleague with proven experience in emergency management or EU funding. This could include previous experience in humanitarian aid, civil protection, or EU grant management. The candidate should be familiar with the Union Civil Protection Mechanism and has preferably attended EU civil protection training courses and civil protection exercises.

The candidate will contribute to:

- Support the Emergency Response Coordination Centre (ERCC) in the area of transport and operations funding.
- Maintain and develop working methods and procedures related to transport and operations grants, deployment of teams of experts for emergency response.
- Consult Member States and other Directorates and Units of the Commission on issues of relevance to Unit's work programme on co-financing response actions and strive towards solutions reducing administrative burden through simplification, including contributing to the revision of the UCPM Implementing acts.
- Support the design of administrative procedures to ensure the timely and efficient processing of EC transport/operations co-financing contractual cycle, including grant applications, reports, payments and recovery files.
- Provide organisational and administrative support for the preparation of lessons learnt meetings.

- Perform the necessary general ad hoc tasks that arise in relation to the post and the achievement of the objectives of the unit.

3 years of professional experience.

### **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, a national expert needs 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 the 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 the 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. The national expert from a third country 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 the secondment, the national expert remains employed and remunerated by his / her employer and covered by his / her (national) social security system.

He / she shall exercise his / her 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.

Allowances can only be granted when the national expert fulfils 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](#)). The selected candidate has the obligation to launch the vetting procedure before getting the secondment confirmation.

## **Submission of applications and selection procedure**

Candidates should send their application according to the **Europass CV format** ([Create your Europass CV | Europass](#)) 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.

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.

## **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)