

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

DG – Directorate – Unit	TRADE.D.001.DEL.WASHINGTON.DEL.UnitedStates.002
Post number in sysper:	38254
Contact person: Provisional starting date: Initial duration: Place of secondment:	Mr. Michelangelo MARGHERITA, Head of Unit, Trade and Agriculture 4th quarter 2023 2 years <input type="checkbox"/> Brussels <input type="checkbox"/> Luxemburg <input checked="" type="checkbox"/> Other: Washington DC, United States
	<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 type="checkbox"/> 2 months <input checked="" type="checkbox"/> 1 month

Entity Presentation (We are)

The EU Delegation to the United States of America in Washington, DC is a fully-fledged diplomatic mission and represents the European Union in dealings with the U.S. government and other key interlocutors in areas that are part of the EU's remit. The Delegation also works in close coordination with the Embassies and Consulates of the 27 EU Member States.

The Trade and Agriculture Section is a very dynamic and diverse team that represents the EU and manages interactions with US counterparts in core policy areas such as trade, digital, industrial, competition, agriculture and justice policies.

Job Presentation (We propose)

Under the authority of the Head of Delegation (the EU Ambassador) and the guidance of Head of the Trade and Agriculture Section, the *Seconded National Expert (SNE)* will support the work of the Delegation of the European Union to the USA in the area of transatlantic trade.

Functions and Duties:

Policy analysis and monitoring:

Monitor and report on legislative, regulatory, political and other public policy developments in the United States that could affect EU interests, notably:

- Regulatory policies in certain industrial sectors;
- Market access barriers and Technical Barriers to Trade, including trade restrictive practices at State level;
- US engagement in the World Trade Organisation;
- EU trade and investment footprint in the US;
- Broader economic issues related to customs and trade in goods; and
- Developments in the bilateral relationships between the USA and select third countries.

Policy coordination:

Coordinate policy work in the following areas:

- Economic diplomacy and market access priorities;
- Trade in goods: tariffs, customs & trade facilitation; and
- Contacts with US stakeholder groups.

Public outreach and visits:

- Explain and promote EU policy priorities in the United States, through engagement with the U.S. Administration, with congressional staff, with EU Member State Embassies, and with the broader trade economic and public policy community. The latter includes business associations, think tanks, academia, non-business stakeholders, and other relevant interest groups.
- Organise visits of high-level Commission officials visiting Washington DC and exceptionally other parts of the USA, including arranging meetings, accompanying officials to meetings, and preparing briefings and reports as necessary.
- Contribute to briefings for the Head of Delegation for meetings and speeches in Washington and beyond.
- Assist some colleagues in the Section as back up in case of absence, and other miscellaneous work assignments requested by the Head of Section.

The SNE will work under the supervision of the Head of Section. Without prejudice to the principle of loyal cooperation between the national/regional and European administrations, the SNE will not work on individual cases with implications with files he/she would have had to deal with in his/her national administration in the two years preceding its entry into

the Commission, or directly adjacent cases. In no case shall he/she represent the Commission in order to make commitments, financial or otherwise, or to negotiate on behalf of the Commission.

Jobholder Profile (We look for)

Personal Qualities

We are looking for a dynamic team player who can work on their own initiative and in close cooperation with colleagues with diverse backgrounds.

Language(s) necessary for the performance of duties

- English: Fluency (writing, reading and speaking) in English is required

Education:

- Undergraduate degree; or
- Professional training or professional experience of an equivalent level in the field(s) : Trade, political science, economics, business, public administration, law, or related.

Professional experience:

- Experience with policy analysis, reporting and coordination of at least 3 years of which at least 1 year in the area of economic diplomacy, trade policy or related;
- Knowledge of EU institutions and EU decision making;
- Knowledge of EU external policies with regard to the United States; and
- Professional experience in a country different from the home country is a plus.

Building relationships and Communication skills:

- Speaks and writes in a clear, articulate and impactful manner;
- Capacity to absorb large amounts of complex information and produce concise accurate reports in a timely manner;
- Actively listens, seeking to understand the perspective and position of others; and
- Ability to build networks quickly and develop professional relationships.

Analysis and Judgement:

- Identifies and focuses on core issues when dealing with complex information/situations;
- Assembles facts, manipulates verbal and numerical information and thinks through issues logically;
- Sees the relationships between issues and quickly grasp the high level and political implications; and
- Identifies coherent solutions to complex issues.

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 ⁽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)