



VACANCY NOTICE

SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION

Post identification: (DG-DIR-UNIT)	ENV-B-1
Head of Unit: Email address: Telephone: Number of available posts: Suggested taking up duty: Suggested initial duration: Place of secondment:	Emmanuelle MAIRE Emmanuelle.MAIRE@ec.europa.eu +32 229-91586 1 4th quarter 2022 ¹ 2 years¹ <input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxemburg <input type="checkbox"/> Other:
	<input type="checkbox"/> With allowances <input checked="" type="checkbox"/> Cost-free
This vacancy notice is also open to <input checked="" type="checkbox"/> the following EFTA countries : <input checked="" type="checkbox"/> Iceland <input type="checkbox"/> Liechtenstein <input checked="" 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

The task of the SNE is to contribute to the development and implementation of policies and policy tools related to the circular economy, making circular economy a driving force within industry to achieve resource savings and emissions reductions, as well as stakeholder mobilisation.

The SNE will contribute to the implementation of the EU Action Plan on Circular Economy² as well as the European Commission's Sustainable and Circular Textiles Strategy³. He/she will contribute to the coordination of the Circular Economy Stakeholder Platform⁴.

The tasks involve close cooperation with other Units in the Directorate General for Environment (DG ENV), with other Directorates-General, in particular Internal Market and Industry (DG GROW), Energy (DG ENER), Justice and Consumers (DG JUST), Research and Innovation (DG RTD), the Joint Research Center (DG JRC), and the European Environmental Agency based in Copenhagen. Cooperation with Member States, the European Parliament and stakeholders is essential.

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 he/she shall represent the Commission in order to make commitments, financial or otherwise, or to negotiate on behalf of the Commission.

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

² [Circular economy action plan \(europa.eu\)](#)

³ [Textiles strategy \(europa.eu\)](#)

⁴ [European Circular Economy Stakeholder Platform | A joint initiative by the European Commission and the European Economic and Social Committee \(europa.eu\)](#)

POLICY DEVELOPMENT

Under the supervision of a Commission official, the SNE will contribute to the development and conceptualization of policies and tools related to the circular economy, with a special focus on climate change and biodiversity. He/she will contribute effectively to the achievement of the overall objectives of the DG, the Directorate, as well as the Unit as defined in the Annual Management Plan. He/she will contribute to the drafting of briefings, presentation and correspondence on issues related to circular economy.

POLICY COORDINATION

Under the supervision of a Commission official, the SNE will implement, ensure and monitor the proper implementation of the EU Action Plan on Circular Economy, in particular in relation to climate change and biodiversity protection. He/she will implement, ensure and monitor the proper implementation of the European Commission's Sustainable and Circular Textiles Strategy. The SNE will participate in advisory, management and or regulatory committees, working groups and any other ad-hoc groups.

EXTERNAL COMMUNICATION (general)

Under the supervision of a Commission official, the SNE will contribute to the definition, coordination and implementation of a stakeholder engagement strategy in the Circular Economy Stakeholder Platform. He/she will ensure synergies of the communication strategy on circular economy with other tools managed by the Unit (e.g. EU Ecolabel). He/she will assist administrators on the communication contracts of the unit as well as establish and maintain regular contacts and exchanges, including the organisation of meetings with other European Institutions, Member States, public and or private international organisations, research institutions, environment and civil society organisations in order to promote Circular Economy tools.

INTER-SERVICE COORDINATION AND CONSULTATION

Under the supervision of a Commission official, the SNE will co-ordinate with associated services to guarantee that the position of all interested parties is transmitted to the Commission before a decision is taken. He/she will co-ordinate and / or respond to inter-service consultations to secure coherence with the policy areas dealt with by the unit. Also he/she will defend the position of DG ENV during inter-service consultations and meetings.

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) : public policies with a political, economic, legal or environmental background.

Professional experience

Job-related experience: at least 2 years.

The candidate should have experience with the development and implementation of policies in the field of environment or natural resources, preferably on circular economy. The candidate should have a good knowledge and professional experience of the European Union institutions.

Language(s) necessary for the performance of duties

English B1.

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.