



VACANCY NOTICE

SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION

Post identification: (DG-DIR-UNIT)	EMPL-D-3
Head of Unit: Email address: Telephone: Number of available posts: Suggested taking up duty: Suggested initial duration: Place of secondment:	Alison Crabb Alison.crabb@ec.europa.eu +32 229-59223 1 1 st quarter 2023 ¹ 2 years ¹ <input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxemburg <input type="checkbox"/> Other:
	<input checked="" type="checkbox"/> With allowances <input type="checkbox"/> Cost-free
<p>This vacancy notice is also open to</p> <p><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)</p> <p><input type="checkbox"/> the following third countries:</p> <p><input type="checkbox"/> the following intergovernmental organisations:</p>	

1. Nature of the tasks

Contribute to the development of overall EU policy on social inclusion, notably on homelessness and the social inclusion of Roma people. The SNE will work under the supervision of an administrator. 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.

Policy Development

- Contribute to policy development in the framework of social inclusion, notably in the areas of homeless people, housing policy and vulnerable people (in particular Roma people).
- Contribute to mainstreaming social policy across EU policies and to the definition of political objectives and priorities in the field of social inclusion.
- Prepare briefings, speeches and speaking points on topical issues related to the assigned tasks.
- Present, explain and discuss policy developments, the available evidence and the activities of the DG in general in the field of social inclusion to Member States, EU institutions, relevant stakeholders and the public in general at conferences, seminars, meetings and workshops
- Reply to requests for information from Member States, EU institutions, relevant stakeholders and the public in general.
- Contribute to the unit's country-specific knowledge for input in the European Semester;
- Draft policy documents, including reports and communications;
- Provide briefings for the Commissioner and senior officials on social inclusion related issues.

Program / Process / Project Management

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

- Contribute to the follow up of social inclusion-related activities, studies and projects launched in the context of the ESF+);
- Contribute, where appropriate, to the preparation and management of calls for tenders, calls for proposals, contracts and grant agreements prepared by the Unit;
- Assist a Commission Official in attending evaluations of calls for tenders/proposals;
- Support capacity building policies and activities in the field of social inclusion.

External Communication

- Draft replies to citizens' letters;
- Assist a Commission Official in providing information concerning social inclusion, homelessness, inclusion of Roma people, to the general public, national authorities, NGOs' representatives, other EU institutions, etc.

Interservice Coordination and Consultation

- Co-operate closely with colleagues in DG JUST and other services in the Commission in the work area of the unit;
- Assist a Commission Official in attending expert and inter-service groups;
- Follow up on policy proposals through inter-service consultations and the inter-institutional decision-making process, including adoption by the Commission, European Parliament and / or Council of the European Union.
- Contribute to inter-services consultations relevant for social inclusion issues

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) : law or employment/social policy.

Professional experience

Employment or social policies.

Language(s) necessary for the performance of duties

English (compulsory), French (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.