



VACANCY NOTICE

SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION

Post identification: (DG-DIR-UNIT)	GROW-A-2
Head of Unit: Email address: Telephone: Number of available posts: Suggested taking up duty: Suggested initial duration: Place of secondment:	Bonifacio García Porras Bonifacio.garcia-porras@ec.europa.eu 0032.2.2968721 1 2 nd 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

DG GROW's unit A2 backs all SMEs in delivering prosperity and well-being to everyone in the EU.

We help colleagues design policies in an SME-friendly way, with a view to making small companies more competitive and creating more and better jobs. To achieve these objectives, we are building a business environment that supports entrepreneurship, start-ups and scaling-up enterprises, and companies that face insolvency in the EU.

We support EU SMEs in their transition to sustainable growth, digitalisation and achieving resilience, which help to strengthen the strategic autonomy of the EU's industrial ecosystems.

We mainstream SMEs in European policies and work together with companies, business organisations and public administrations in Member States.

The unit oversees SME policy within the EU, notably the implementation of the Commission 2020 SME Strategy, the development of the SME relief package as announced by the President of the European Commission and the revision of the EU Late Payment Directive. As part of the EU SME policy, the unit carries out activities aimed at delivering better regulation for SMEs.

The Seconded National Expert at GROW A.2 is expected to:

1. Work as a member of the better regulation team, especially with a view to reducing administrative burden on SMEs and the application of SME test, in particular:
 - Help identify priority initiatives for SMEs in the Commission Work Programme and on the better regulation portal (SME filter),

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

- Follow selected initiatives throughout their preparatory cycle (impact assessment reports) and contribute to strengthening the SME angle in a range of Commission's policies,
 - Organise and coordinate the collection of input on SMEs in draft impact assessment reports from colleagues taking part in inter-service steering group meetings, review and summarise this input to facilitate reference.
 - Provide advice on the application of SME test to Commission departments,
 - Review the quality of SME test analysis in impact assessment reports,
 - Support the activities related to the dialogue with EU SME stakeholders, including organising meetings with associations of EU SMEs,
 - Contribute to the developments in the Commission's better regulation agenda for SMEs (e.g. supporting EU SME Envoy in their dialogue with the Fit for Future platform and the Regulatory Scrutiny Board as well as in their work on better regulation), the application of the one-in-one-out approach, and the identification of the cumulative burdens on SMEs in existing legislation (including through the use of IT tools),
 - Support the better regulation team in other daily duties (e.g. engaging with business organisations and other interested parties),
2. Contribute to other activities carried out in the unit, in particular:
- Support the implementation of the 2020 SME Strategy and in the preparation and implementation of the SME relief package,
 - Provide assistance in drafting of the Impact Assessment for the revision of the late payment directive (a highly relevant proposal from an SME perspective);
 - Carry out analytical work related to linking the SME strategy to the Recovery and Resilience package and to ecosystems (needs assessment, evidence etc.),
3. Assist with general tasks, such as organising working groups, forums, public hearings and meetings, compiling information and documentation, preparing reports and replying to queries (excluding responsibility for financial management, official negotiations and representation).

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) : economy, law, business administration, political science, environmental sciences.

Professional experience

Understanding of EU policy-making processes (e.g. roles of different actors, timing, ways of working),
Familiarity with concepts related to better regulation, especially impact assessment and SME test
Familiarity with SME policies
Ability to coordinate receiving input from several sources
Ability to work individually and as a part of a team
Ability to write clearly and succinctly
Letter of motivation – motivation, impact, presentation, content, structure, language.

Language(s) necessary for the performance of duties

English, knowledge of German or French would be an 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.