



VACANCY NOTICE

SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION

Post identification: (DG-DIR-UNIT)	COMM.D.3
Head of Unit: Email address: Telephone: Number of available posts: Suggested taking up duty: Suggested initial duration: Place of secondment:	Stergios Vlachopoulos Stergios.Vlachopoulos@ec.europa.eu 0032 2 29 83012 1 3rd quarter 2023 ¹ 3 year(s) 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
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"/> 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

Unit COMM.D.3 ("Finance and controls"), is part of Directorate D ("Resources") of DG Communication. DG Communication is under the direct responsibility of the President of the European Commission.

As domain leader in the field of external communication, DG COMM:

- plays a key role in developing and implementing corporate framework contracts in the area of communication, in close cooperation with other Commission services;
- runs pan-European communication campaigns concerning the priorities of the European Union, for fulfilling its role of explaining EU policies to outside audiences and communicating to the public on political priorities and topics of political importance or public interest;
- runs separate communication actions at local level, through the Representations of the Commission in the Member States, based on local framework contracts.

Unit COMM.D.3 provides legal and financial support to operational teams, and undertakes controls in the areas of public procurement, contract management and finance, both at headquarters level and for the Representations of the Commission in the Member States.

The unit is organised in three teams dealing with (i) public procurement and grants procedures and contract management; (ii) financial management; and (iii) internal control and risk management (ex post control).

We propose a multi-faceted job in the public procurement and grants sector (PPG) of COMM.D.3. This will give you the opportunity to assist and provide advice to operational and administrative teams in all stages of public procurement and grants projects, from initial planning and conception, to evaluation, award and implementation.

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

You will be part of a team that supports operational and administrative teams at headquarters level and in the Representations in all legal and procedural aspects related to public procurement and grant projects. For procedures with a value that exceeds the Directive threshold, PPG (i) assists in setting-up the multi-annual procurement planning for DG COMM central units and Representations; (ii) provides advice with respect to the choice and structure of the procedures; (iii) assists in defining, setting-up and adjusting contractual tools for addressing the evolving needs of operational and administrative teams; (iv) assists in the preparation and launch of market surveys; (v) works together with operational and administrative teams for preparing the procedure documents; (vi) provides legal and procedural assistance during the tender and evaluation stage; (vii) issues opinions for the benefit of the authorising officer before the publication of the procedure documents and before signing the award decision, outlining the legality, coherence and consistency of the documents and of the tender process, and flagging any remaining issues and potential remedies. PPG also gives guidance on procurement, grants and contract management through its helpdesk function.

The aim of the team is to provide timely, precise, relevant and constructive advice and support to its clients in the headquarter units and in the Commission Representations in the Member States.

As part of this team, you will contribute to all activities of the PPG sector. In particular, you will:

- Provide assistance in the preparation, drafting, follow-up, evaluation and award of procurement and grants procedures undertaken by both headquarter units and Representations;
- Prepare advice related to procurement and grants procedures and contract implementation, ensuring compliance with the Financial Regulation;
- Contribute to maintaining databases and relevant indicators for the team's activity, including questions answered and timeline of procurement procedures;
- Help drawing up and maintaining the multi-annual plan for procurement and grants and ensure follow-up of its implementation;
- Contribute to the preparation and delivery of trainings, workshops and seminars organised by the Unit;
- Provide assistance related to the use of eProcurement tools for high value procedures;
- Contribute to the functioning of the sector, including by following-up on the decisions taken in the team's meetings, and ensuring the relevant updates of the team's intranet page.

The variety of files and tasks, and the possibility to interact with clients with different specialisations, both from headquarter units and Representations, offers a wide scope for evolution in a friendly team of highly qualified procurement specialists.

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

Professional experience

Minimum three years in the field of public procurement

Language(s) necessary for the performance of duties

English

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.