



NOTICE OF VACANCY

SECONDED NATIONAL EXPERTS TO THE EUROPEAN COMMISSION

Post identification: (DG-DIR-UNIT)	GROW.F.2
Directorate-General: Directorate: Unit: Head of Unit: Email address: Telephone: Number of available posts: Category: Suggested taking up duty: Suggested initial duration: Place of secondment:	DG GROW F – Innovation and Advanced Manufacturing 2 – Advanced technologies, Clusters and Social Economy Ulla ENGELMANN Ulla.Engelmann@ec.europa.eu +32 2 29 57624 1 Administrator (AD) 3^d quarter 2019 ¹ 2 year(s) with extension ¹ <input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxembourg <input type="checkbox"/> Other:
Specificities	<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:
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Within the Directorate General for Internal Market, Industry, Entrepreneurship and SMEs (DG GROW) and under direct supervision of the Head of Unit, the Seconded National Expert (SNE) will work in the Social Economy team in the Unit F2. S/He will take part in the development and implementation of DG GROW policy on social economy and social entrepreneurship.

DG GROW is looking for a committed and pro-active colleague with an economic and/or social science background, with a keen interest and sound understanding of the challenges, concepts and wide knowledge of the social economy and social enterprise in the European Union (EU). The SNE will contribute to the EU policies and projects to support social economy and social enterprises. S/He may perform, amongst others, the following tasks:

- Developing and coordinating Commission policy on social economy and social entrepreneurship;
- Designing and implementing support measures for the social economy and social enterprises, including projects within the Europe's programme for small and medium-sized enterprises (COSME) programme and pilot projects of the European Parliament;
- Coordinating the work of the Commission Expert Group on the Social Economy and Social Enterprise (GECES II, and its secretariat, which includes liaising with Member States and other stakeholders and contribution to thematic work (such as on social economy clusters and access to finance);

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

- Coordinating initiatives linked to the social economy with other Commission Services and Directorates Generals and take part in thematic working groups (i.e. collaborative economy, circular economy, corporate social responsibility, ...).
- Coordinating with other European institutions (including on parliamentary questions) and international organisations such as the United Nations, the European Investment Fund and the World Bank;
- Liaising and engaging with Member States, the European Parliament, a great variety of stakeholders as well as the wider public engaged in development of social economy and social enterprises;
- Drafting briefings and speeches for the hierarchy and our Commissioner;
- Attend in events, conferences and workshops in relation to social economy issues and present the Commission's policies and actions;
- Contribution to the development of financial instruments in the context of the new Multiannual Financial Framework (MFF).

The successful candidate will be seconded to DG GROW headquarters in Brussels within an enthusiastic, highly committed and collegial team, committed to shape and develop the EU's policy on Advanced technologies, Clusters and Social Economy.

2 Main qualifications:

a) Eligibility criteria

The following eligibility criteria are to be fulfilled by the candidate in order to be seconded to the Commission. Consequently, the candidate who does not fulfil one of them will be automatically eliminated from the selection process.

- Professional experience : at least three years' experience in administrative, legal, scientific, technical, advisory or supervisory functions which can be regarded as equivalent to those of function groups AD;
- Seniority : at least one year by your employer, that is having worked for an eligible employer (as described in Art. 1 of the SNE decision) on a permanent or contract basis for at least 12 months 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. An SNE from a non-member 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 fields: **Economics and/or Social Sciences. A diploma or specialization in the field social economy is an advantage.**

Professional experience:

- **Policy expertise in the field of social economy and social entrepreneurship is required: knowledge of concepts and characteristics, expertise in business modeling and design, ecosystem building as well as good knowledge on policy developments in different member states;**
- **Good knowledge of European institutions, of the main European Commission programs - mainly European Social Fund, European Regional Development Fund, Horizon 2020, the EU Programme for Employment and Social Innovation and the European Fund for Strategic Investment – as well as the strategies and actions to complete the Single Market, is desirable;**
- **A deep knowledge and experience with the Multiannual Financial Framework and its categories of expenditures, as well as of the methods of budget implementation and different types of financial support according the Financial Regulation;**
- **Expertise in public procurement procedures: design of call for tenders and follow-up of tender procedures;**

- Good knowledge and expertise on policy developments towards social enterprises based on digital technologies or digital business models, such as platform businesses, open software and open data, or users of Distributed Ledger Technologies (DLT) for social purpose is an advantage.

Language(s) necessary for the performance of duties: **Highly proficient in spoken and written English and very good command in French.**

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 the applications to the competent services of the Commission within the deadline fixed by the latter. **Not respecting this procedure or deadlines will automatically invalidate the application.** Candidates are required not to add 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). This decision is available on http://ec.europa.eu/civil_service/job/sne/index_en.htm. 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. Unless for cost-free SNEs, allowances may be granted by the Commission to SNEs fulfilling the conditions provided for in Art. 17 of the SNE decision. During the secondment, SNEs 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 secondment may be cancelled.

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.B4. The data processing is subject to the SNE Decision as well as the Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Data is kept by the competent services for 10 years after the secondment (2 years for not selected or not seconded experts). Data subjects may exercise their right of access to data concerning them and the right to rectify such data by applying to the controller, in accordance with Article 13 of the Regulation on the processing of personal data. The candidate may send complaints to the European Data Protection Supervisor edps@edps.europa.eu. To the attention of candidates from third countries: your personal data can be used for necessary checks. More information is available on http://ec.europa.eu/dgs/personnel_administration/security_en.htm. Information on data protection for candidates to a JRC post is available on: <http://ec.europa.eu/dgs/jrc/index.cfm?id=6270>.