



NOTICE OF VACANCY

SECONDED NATIONAL EXPERTS TO THE EUROPEAN COMMISSION

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| Post identification: (DG-DIR-UNIT) | HOME-A-3 |
| 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: | HOME – Migration and Home Affairs A – Strategy and General Affairs A3 – International Coordination Davinia WOOD davinia.wood@ec.europa.eu +32 2 2951017 1 Administrator (AD) 3rd quarter 2019¹ 1 year(s)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: |

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| 1 | Nature of the tasks: <ul style="list-style-type: none"> Analyse, follow up and give updates on the situation regarding justice and home affairs in the countries and areas concerned; Process, structure and present relevant data and information in order to support policy activities for the countries and areas concerned; Ensure that the development and implementation of the various aspects of the policy is harmoniously articulated; Elaborate and contribute to the definition of EC/EU policies in the area of home affairs for the concerned countries; Conceive new activities and extension of existing activities in order to develop policies; Help adapt and shape the level of co-operation to the requirements of each country; Participate in missions to the concerned countries to discuss with national authorities; Contribute to the development of policies of the Directorate-General and the Commission, regarding cooperation with third countries regarding immigration and asylum matters; Follow policy developments with third countries in the field of immigration and asylum matters; Assisting in maintaining relations, co-ordination and contacts with other EU Institutions; Draft answers to oral and written questions and petitions of MEPs; Assisting in representing the Commission/ follow discussions in various Council working groups in |
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¹ These mentions are given on an indicative basis only (Art.4 of the SNE Decision).

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| <ul style="list-style-type: none"> relation to the subjects covered; Contribute to various migration policies on specific countries and regions. |
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| 2 | Main qualifications: |
| <p>a) Eligibility criteria</p> <p>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.</p> <ul style="list-style-type: none"> 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. <p>b) Selection criteria</p> <p>Diploma:</p> <ul style="list-style-type: none"> - university degree or - professional training or professional experience of an equivalent level <p>in the field(s):</p> <p>International Relations</p> <p>Professional experience:</p> <p>Relevant to the nature of functions</p> <p>Language(s) necessary for the performance of duties:</p> <p>Good command of English and French. Both written and spoken.</p> | |

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| 3 | Submission of applications and selection procedure |
| <p>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 <u>only to the Permanent Representation / Diplomatic Mission to the EU of their country</u>, 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.</p> <p>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.</p> <p>Candidates will be informed of the follow-up of their application by the unit concerned.</p> | |

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| 4 | Conditions of the secondment |
| <p>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</p> | |

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.

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| 5 | Processing of personal data |
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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 https://ec.europa.eu/info/departments/human-resources-and-security_en
Information on data protection for candidates to a JRC post is available on: <http://ec.europa.eu/dgs/jrc/index.cfm?id=6270>.