

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **RTD-E-5** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Henriette VAN EIJL**  [**henriette.VAN-EIJL@ec.europa.eu**](mailto:henriette.VAN-EIJL@ec.europa.eu)  **+32 2 29 86835**  1  **1st quarter 2022 [[1]](#footnote-1)**  **2 years1**  **☒** **Brussels** □ **Luxemburg** □ **Other: ……………..** |
|  | **☒  With allowances** □  **Cost-free** |
| **This vacancy notice is also open to**  **□    the following EFTA countries :  □ Iceland □ Liechtenstein □ Norway □ Switzerland  □ EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway) □    the following third countries: □    the following intergovernmental organisations:** | |

**1. Nature of the tasks**

Unit E5 contributes to the development, implementation and monitoring for policy actions for value creation from research and innovation and the acceleration of the green and digital transformation of industry, strengthening its resilience and its base in Europe. The unit’s remit focuses on supporting Economic and Social transitions, which include health, digital & industry, social sciences & humanities, cultural heritage and the creative sector. This concerns the definition, the development, the implementation and monitoring of the R&I strategy for economic and social transitions, based on a long-term vision and forward looking activities.

This is complemented by the unit’s responsibilities in the development, implementation and monitoring of strategic and coordination activities for Horizon Europe in the policy areas covered by the EC’s DG Research and Innovation’s Prosperity and People Directorates (notably health research). The activities described above require close cooperation with other EC’s Directorates-General, with executive agencies, with the Member states, the research community, industrial stakeholders, civil society and international partners in EU research and innovation.

The Expert will contribute to the overall mission of RTD E5. And the Expert’s tasks include i.a. the following activities:

- Drafting of speeches, briefings, studies, analysis reports; dissemination and valorisation of research and innovation results; participation in working groups; and the preparation of events, reports, minutes and presentations.

- Contributing to concept development for long-term policies in economic and social transitions, taking into account developments in research and innovation ecosystems and instruments (including public & private financial support to EU R&I).

- Contribute to the Horizon Europe strategic programming activities, with a particular interest in the areas covered by the especially by People Directorate (especially health), as well as in cooperation with the Prosperity Directorate.

He/she 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.

**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) : economics, social sciences, or other like political sciences, economic law, behavioural sciences, or STEM (Science, Technology, Engineering, and Math, including Computer Sciences).

Professional experience

- Solid knowledge of the research and innovation landscape and policy of at least one Member State applicable to economic and social transitions.

- An experience of several years in an international / national and/or regional administration (including Ministry or funding agency) in charge of the design and/or implementation of research/innovation (or research/innovation-related) policy(ies) would be an asset.

- Good knowledge of the EU Institutions and their functioning and a good capability to efficiently work together with the actors at EU level.

- Proficient oral communication skills and in writing (good knowledge of French would be an advantage) for policy analysis, drafting and presentations. Excellent organizational skills and proven ability to perform conceptual reflections and to deliver high quality results respecting (tight) deadlines would be a “must”. Having been part of or interested to work within a large, multidisciplinary team offering a great amount of expertise and good team spirit, taking into account that this demands some adaptability and flexibility of each team member.

Language(s) necessary for the performance of duties

A very good command of written and spoken English (EN) is essential. The knowledge of other EU languages are an advantage.

**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.DDG.B4. 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 10 years after the secondment (2 years for not selected or not seconded 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, HR.DDG.B.4, [HR-MAIL-B4@ec.europa.eu](mailto:HR-MAIL-B4@ec.europa.eu).

* **The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto: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](mailto: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 necessary checks.

1. These mentions are given on an indicative basis only (Art.4 of the SNE Decision). [↑](#footnote-ref-1)