



EUROPEAN COMMISSION

## VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

DG – Directorate – Unit	DG NEAR – D – D.3
Post number in sysper:	257657
Contact person:	Cinzia TARLETTI
Provisional starting date:	1 <sup>st</sup> quarter of 2025
Initial duration:	2 years
Place of secondment:	<input type="checkbox"/> Brussels <input type="checkbox"/> Luxemburg <input checked="" type="checkbox"/> Other: Albania
Type of secondment	<input type="radio"/> With allowances <input checked="" type="radio"/> Cost-free
This vacancy notice is open to: <input checked="" type="radio"/> EU Member States as well as <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"/> The following third countries: .... <input type="checkbox"/> The following intergovernmental organisations: ... <input type="radio"/> EFTA-EEA In-Kind agreement (Iceland, Liechtenstein,	
Deadline for applications	<input checked="" type="radio"/> 2 months <input type="radio"/> 1 month  Latest application date: 25-11-2024

### Entity Presentation (We are)

The European Union (EU) is an economic and political union of 27 European countries. It plays an important role in international affairs through diplomacy, trade, international cooperation and working with global organizations. Abroad, the EU is represented by more than 140 diplomatic representations, known also as EU delegations, which have similar functions to those of an embassy.

The EU Delegation to Albania works in close coordination with the Embassies and Consulates of the 27 EU Member States. We are a fully-fledged diplomatic mission and represent the EU in dealing with the government in areas that are part of the EU's remit.

The mission and tasks of the EU Delegation to Albania are the following:

- Facilitate development of political and economic relations between the EU and Albania;
- Support Albania in its path towards integration into the EU;
- Manage EU co-operation programs;
- Disseminate information about the EU, inform the Albanian public, decision makers and opinion makers about the EU accession process, EU institutions and policies.

### **Job Presentation (We propose)**

Under the supervision of a Commission Official (Head of Operation Section 1 - Good Governance and Rule of Law - of the EU Delegation to Albania), the Seconded National Expert will carry out work as Policy Officer. The Seconded National Expert will not work on the same files as in his/her home administration. 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 for files he/she managed in his/her national administration in the two years preceding the secondment, or directly adjacent cases. In no case, he/she shall represent the Commission or undertake commitments, financial or of other nature, on behalf of the Commission, or to negotiate on behalf of the Commission.

### **Jobholder Profile (We look for)**

We look for a candidate with at least 3 years professional experience in the following areas: analysis of legal acts, policy analysis and reporting specifically in the justice sector; professional experience working in third countries in an Embassy, International organization, NGO, etc. Knowledge of EU institutions and their functioning, knowledge of EU decision-making processes, CFSP-CFSD, JLS, EU external action and related EU external policies (geographic and thematic); of geographic area in question and relevant regional integration processes.

### **Eligibility criteria**

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).

Under the terms of the SNE Decision, you need to comply with the following eligibility criteria at **the starting date** of the secondment:

- Professional experience: at least three years of professional experience in administrative, legal, scientific, technical, advisory or supervisory functions, which are equivalent to those of the function group AD.

- **Seniority:** having worked for at least one full year (12 months) with your current employer on a permanent or contract basis.
- **Employer:** must be a national, regional or local administration or an intergovernmental public organisation (IGO); exceptionally and following a specific derogation, the Commission may accept applications where your employer is a public sector body (e.g., an agency or regulatory institute), university or independent research institute.
- **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. If you come from a third country, you must produce evidence of a thorough knowledge of the EU language necessary for the performance of his duties.

### **Conditions of secondment**

During the full duration of your secondment, you must remain employed and remunerated by your employer and covered by your (national) social security system.

You shall exercise your duties within the Commission under the conditions as set out by aforementioned SNE Decision and be subject to the rules on confidentiality, loyalty and absence of conflict of interest as defined therein.

In case the position is published with allowances, these can only be granted when you fulfil the conditions provided for in Article 17 of the SNE decision.

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](#)). It is up to you to launch the vetting procedure before getting the secondment confirmation.

### **Submission of applications and selection procedure**

If you are interested, please follow the instructions given by your employer on how to apply.

The European Commission **only accepts applications which have been submitted through the Permanent Representation / Diplomatic Mission to the EU of your country, the EFTA Secretariat or through the channel(s) it has specifically agreed to.** Applications received directly from you or your employer will not be taken into consideration.

You should draft you CV in English, French or German using the **Europass CV format** ([Create your Europass CV | Europass](#)). It must mention your nationality.

Please do not 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.

## **Processing of personal data**

The Commission will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council <sup>(1)</sup>. This applies in particular to the confidentiality and security of such data. Before applying, please read the attached privacy statement.

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<sup>(1)</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39)