



VACANCY NOTICE

SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION

Post identification:	DG NEAR – Neighbourhood and Enlargement Negotiations Unit NEAR.E.1: Inter-institutional, coordination of relief and reconstruction Unit NEAR.E.2: Economic and Sectoral Policies Unit NEAR.E.3: Fundamentals, rule of law, anti-fraud and financial management
Contact person(s):	Natalie Pauwels, +32 2 29 80992 (NEAR.E.1) Marlene Rosemarie Madsen, +32 2 29 98027 (NEAR.E.2) Jaana Temmler, +32 2 29 81407 (NEAR.E.3)
Number of available posts:	Several
Suggested taking up duty:	2nd quarter 2023 ¹
Suggested initial duration:	2 years ¹
Place of secondment:	<input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxemburg <input type="checkbox"/> Other:
	<input type="checkbox"/> With allowances <input checked="" type="checkbox"/> Cost-free
This vacancy notice is also open to	
<input checked="" type="checkbox"/> the following EFTA countries : <input type="checkbox"/> Iceland <input type="checkbox"/> Liechtenstein <input checked="" type="checkbox"/> Norway <input checked="" 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

The Ukraine Service Directorate within DG NEAR was created 1 February 2023. It is under the coordination of Commissioner Várhelyi.

The mission of the Ukraine Service is to coordinate the resources and expertise of DG NEAR and the Commission's services in view of supporting Ukraine's pre-accession process and related reform programmes, coordination of relief and reconstruction and the implementation of the EU-Ukraine Association Agreement, including the organisation of the gradual alignment of Ukrainian legislation with that of the EU, and the preparation of the new Rebuild Ukraine Facility. It provides a focal point, structure, overview and guidance to the Commission's work in this respect and liaises closely with the Secretariat of the Multi-Donor Coordination Platform to support Ukraine's repair, recovery and reconstruction process. The Directorate aims at embedding Ukraine's reconstruction process into the pre-accession process. The Directorate works in close cooperation with all relevant DGs, the European External Action Service and the EU Delegation in Kyiv as well as with Member States, while maintaining appropriate relations with Ukrainian authorities.

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

The Ukraine Service is composed of 3 units. One focusing on inter-institutional, coordination of relief and reconstruction, one unit focusing on economic and sectoral policies, and a unit focusing on fundamentals, rule of law, anti-fraud and financial management. The three units work closely together as many issues are cross-cutting. The Service also has a strong coordination role across the Commission, as well as with the Ukrainian authorities, and other key stakeholders.

The seconded expert could be assigned to either of the three units.

Depending on the unit and the field of expertise, the expert would contribute to the work on:

- EU enlargement policy
- inter-institutional or inter-ministerial/agency coordination / policy coordination
- recovery, rehabilitation, reconstruction
- design and implementation of financial instruments
- economic analysis
- sectoral analysis and advice, for instance in the area of energy or the European Green Deal |

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) of economics, law or related to the areas mentioned below.

Expertise in one or more of the following fields is an asset:

- Infrastructure
- Social inclusion and CSOs
- EU single market and trade issues
- Digital economy
- Non-banking financial sector
- Environment
- Sustainable forestry and irrigation/ land reform
- Home affairs- border management/migration policies
- Home affairs- security policies (including organised crime)
- Anti-money laundering/financial crime

Professional experience

The seconded national expert should demonstrate proven capacity to shoulder a high level of responsibility in the selected field, and to work autonomously under guided supervision. Economists with strong analytical capacities or lawyers are particularly sought-after profiles.

Candidates should be able to quickly synthesise complex information and take forward work streams and have excellent drafting skills (especially in English). Candidates should have a strong sense of commitment, be good team players and have good interpersonal skills, and be comfortable working in a multicultural environment. The ability to advance the work quickly with sound judgement and to network effectively with colleagues – across the Directorates-General and with experts from Ukraine and other concerned stakeholders - is essential. Prior experience in the selected field is also a very strong asset.

Language(s) necessary for the performance of duties

The seconded national expert will work mostly in English. Excellent drafting skills in English are required.

3. Submission of applications and selection procedure

Candidates should send their application according to the **Europass CV format** ([Home | Europass](#)) 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.