



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
HUMAN RESOURCES AND SECURITY
Directorate HR.DDG.B - Talent Management & Diversity
Career Management & Mobility

Brussels,
HR-B.4/CH/hr.b.4.002(2017)

Your Excellency,

The European Commission is looking for national experts (SNE) to be seconded to the Directorates-General. You will find enclosed the profiles of the experts required. I would be grateful if you could forward the vacancy notices with the attached privacy statement to the various relevant Ministries in order to publish and generate possible applications.

Candidates should draft their CV in English, French or German according to the European CV form (either in Word or in PDF format) which can be found at the following link: <http://europass.cedefop.europa.eu/en/home>.

Each candidate should specify the reference of the vacancy notice: DG and Unit (ex. TREN-F-4).

Only applications sent by **the Mission** to the mailbox HR-RP@ec.europa.eu, will be taken into consideration.

The deadlines for sending in applications are indicated in the table hereafter (either a normal deadline of 2 months or a shortened deadline of 1 month).

I would like to draw your attention to the strict respect of the indicated deadlines.

Yours faithfully,

Marie-Hélène PRADINES
Head of Unit

Encl.: Table
Privacy statement
Vacancy notice(s)

SNE vacancies (April 2017)

Ref.	Deadline	cost-free SNE	Comment
AGRI-B-3	26/05/2017		shorter notice
ENV-C-2	26/06/2017		
HOME-C-3	26/05/2017		shorter notice



NOTICE OF VACANCY

SECONDED NATIONAL EXPERTS TO THE EUROPEAN COMMISSION

Post identification: (DG-DIR-UNIT)	AGRI-B-B3.
Directorate-General: Directorate: Unit: Head of Unit: Telephone: Number of available posts: Category: Suggested taking up duty: Suggested initial duration: Place of secondment:	Agriculture and Rural Development Quality, Research & Innovation, Outreach Geographical Indications Francis FAY +32 2 2962974 1 Administrator (AD) 3rd quarter 2017¹ ...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 checked="" type="checkbox"/> the following EFTA countries : <input checked="" type="checkbox"/> Iceland <input checked="" 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:
<p>Contribute to the development of the quality policy of the Directorate General for Agriculture and Rural Development by:</p> <ul style="list-style-type: none"> • Scrutinizing applications for the registration or amendment of protected designations of origin (PDO), protected geographical indications (PGI) and traditional specialties guaranteed (TSG) under quality schemes for agricultural products and foodstuffs and for geographical indications for wines and spirit drinks. • Drafting and presenting proposals to the Agricultural Product Quality Policy Committee. • Preparing replies to requests for information relevant to the work of the unit, including mail, parliamentary questions and briefings. 	

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

2	<p>Main qualifications:</p> <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> <ul style="list-style-type: none"> - diploma: University level - professional experience: experience dealing with the examination of applications for Geographical Indications or other intellectual property examination. Technical knowledge and/or experience of production methods of wine (viticulture and oenology) or spirit drinks would be an advantage. - language(s) necessary for the performance of duties: English or French. Other EU languages can be useful.
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3	<p>Submission of applications and selection procedure</p> <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. 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.</p>
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4	<p>Conditions of the secondment</p> <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 http://ec.europa.eu/civil_service/job/sne/index_en.htm.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>If any document is inexact, incomplete or missing, the secondment may be cancelled.</p>
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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>.



NOTICE OF VACANCY

SECONDED NATIONAL EXPERTS TO THE EUROPEAN COMMISSION

Post identification: (DG-DIR-UNIT)	ENV.C.2
Directorate-General: Directorate: Unit: Head of Unit: Telephone:	Environment C - Quality of life C.2 – Marine Environment and Water Industry Matjaž MALGAJ +32 2 298.86.74
Number of available posts: Category: Suggested taking up duty: Suggested initial duration: Place of secondment:	1 Administrator (AD) 3rd quarter 2017¹ 2 year(s)¹ <input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxembourg <input type="checkbox"/> Other:
Specificities	<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 checked="" type="checkbox"/> Iceland <input checked="" 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: <p>The expert will be part of the Unit in charge of the marine environment and water industry policy (covering drinking water (98/83/CE), bathing water (2006/7/CE) and urban waste water treatment (91/271/CEE)) of the EU.</p> <p>The Unit aims to contribute to a better quality of life and resilient ecosystems by developing and helping to implement and enforce EU marine and water industry policy.</p> <p>Our mission entails working to deliver clean, healthy and productive coasts, seas and oceans; clean and wholesome drinking water; good bathing water quality; and protecting the environment from the adverse effects of waste water discharges. We aim to do so mainly by promoting compliance with the Marine Strategy Framework, Drinking, Bathing and Urban Waste Water Directives, by making the new legal instrument on Maritime Spatial Planning operational and by fostering the sustainability of Blue Growth.</p> <p>We are organised in two teams, one dealing with marine and coastal issues and one for water industry. The expert would work with the water industry team.</p> <p>The Expert's main tasks will be to contribute to activities linked to the</p>
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¹ These mentions are given on an indicative basis only (Art.4 of the SNE Decision).

implementation, evaluation and potentially REFIT of the Urban Waste Water Treatment Directive, implementation and potentially preparation of proposal for revision of the Drinking Water Directive and implementation of the Bathing Water Directive. This may include the following activities, depending on candidates' competencies:

- providing technical expertise related to implementation of the above mentioned directives, in particular for the work of Commission in expert groups;
- contributing to focused implementation support to Member States that are lagging behind with implementation of the UWWTD directive, with a focus on technical aspects;
- providing technical expertise for supporting compliance assessment based on data exchange with Member States;
- supporting drafting and publication of Commission reports on the implementation of the water industry directives;
- providing assessment of technical issues in relation to infringements and structural/cohesion funds.

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 relevant for working in water and sanitation area. Specific expertise in the field of waste water collection and treatment, drinking water and related European water policy would be an advantage.

- professional experience: experience of working at a national/regional or (major) local authority, international organization or international financial institution responsible for policymaking or regulation in the water policies areas; expertise on technical and/or practical aspects of the implementation of (one of) the Water industry directives will be an asset; experience of working in or with the European Institutions or working to implement in practice the EU legislation would be an advantage.

- language(s) necessary for the performance of duties: EN (written, spoken). Additional knowledge in one of the EC working languages (DE/FR, written and spoken) and EU

official languages would be an asset.

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>.



NOTICE OF VACANCY

SECONDED NATIONAL EXPERTS TO THE EUROPEAN COMMISSION

Post identification: (DG-DIR-UNIT)	HOME-C-3
Directorate-General: Directorate: Unit: Head of Unit: Telephone:	HOME – Migration and Home Affairs C – Migration and Protection C3 - Asylum Henrik NIELSEN +32 2 29 91641
Number of available posts: Category: Suggested taking up duty: Suggested initial duration: Place of secondment:	1 Administrator (AD) 2nd quarter 2017¹ 2 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 checked="" type="checkbox"/> the following EFTA countries : <input checked="" type="checkbox"/> Iceland <input checked="" 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:
<p>The post involves mainly one or several of the following tasks:</p> <ul style="list-style-type: none"> – Contribute to the implementation of the Common European Asylum Policy, including the existing acquis, the practical application in the Member States, and the measures related to relocation and resettlement; – Support the negotiations of the proposals for the reform of the Asylum Policy, presented in May and July 2016; – Support the development of the external dimension of the EU's asylum policy; – Ensure effective liaison with /guidance to the European Asylum Support Office (EASO); – Liaise and coordinate with other units in DG Home, other services in the Commission, other European institutions, and stakeholders. 	

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

2	<p>Main qualifications:</p> <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> <ul style="list-style-type: none"> - diploma: University degree, preferably in law or social sciences or similar - professional experience: Experience from a national authority or government department in the area of asylum policy; <p>Solid drafting and communication skills;</p> <p>Capacity for teamwork.</p> <ul style="list-style-type: none"> - language(s) necessary for the performance of duties: The candidates should have an in-depth knowledge of one of the official languages of the Union and good knowledge of a second official language of the Union. Good knowledge of English is essential.
3	<p>Submission of applications and selection procedure</p> <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 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.</p>
4	<p>Conditions of the secondment</p> <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 http://ec.europa.eu/civil_service/job/sne/index_en.htm.</p> <p>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.</p> <p>Unless for cost-free SNEs, allowances may be granted by the Commission to SNEs fulfilling the</p>

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>.

**Specific Privacy Statement concerning secondments of
National Experts and National Experts in Professional Training (SNEs and NEPTs)
to the European Commission**

1. Introduction

This privacy statement explains the reason for the processing, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you may exercise in relation to your data (the right to access, rectify, block etc.).

The European institutions are committed to protecting and respecting your privacy. As this service/application collects and further processes personal data, Regulation (EC) N°45/2001¹, 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, is applicable.

2. Why do we process your data?

A secondment of a national expert (SNE or NEPT) requires the Commission to process personal data of the concerned person.

The processing of your personal data aims also at verifying your identity, establishing your financial rights and your access card to the Commission buildings.

If any document is inexact, incomplete or missing, the secondment may be cancelled.

The legal basis for processing of your data is Commission decision C(2008)6866 laying down the rules applicable to the secondment of national experts and national experts in professional training to the Commission.

3. Which data do we collect and process?

- Your full name, address, gender, nationality, date and place of birth
- Data concerning your education and professional experience
- Data relating to linguistic and IT skills
- Data relating to your civil status, dependent persons and family members
- Data relating to an eventual handicap (in order to put in place the necessary working arrangements)

4. How long do we keep your data?

Data concerning SNEs is kept by unit HR.B4 for 10 years after the start of the secondment. The data of not selected or not seconded candidates are kept for 2 years and then destroyed.

Data concerning NEPTs is kept by unit HR.B.4 for 5 years after the start of the secondment. The data of non-selected candidates is kept for six months and then destroyed.

5. How do we protect your data?

All data in electronic format (e-mails, documents, uploaded batches of data etc.) are stored either on the servers of the European Commission or of its contractors; the operations of which abide by the European Commission's security decision of 16 August 2006 [C(2006) 3602] concerning the security of information systems used by the European Commission;

The Commission's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition

¹ [Regulation \(EC\) N° 45/2001](#) (OJ L8 of 12/01/2001).

of Directive 95/46/CE.

6. Who has access to your data and to whom is it disclosed?

- Unit HR.B.4 in DG HR and local HR units of the different DGs who select among candidate SNEs and candidate NEPTs;
- DG BUDG and Paymaster's Office in order to make necessary payments.
- The Security Directorate for the establishment of your access card

7. What are your rights and how can you exercise them?

According to Regulation (EC) n°45/2001, you are entitled to access your personal data and rectify and/or block it in case the data is inaccurate or incomplete. You can exercise your rights by contacting the data controller, or in case of conflict the Data Protection Officer and if necessary the European Data Protection Supervisor using the contact information given at point 8 below.

In case of data concerning specifically the selection process, you may exercise your right of access to data by applying to the hosting DG (where such vacancy was published).

8. Contact information

HR Data Protection Coordinator via the functional mailbox HR DATA PROTECTION COORDINATOR or, from outside the Commission:
HR-DATA-PROTECTION-COORDINATOR@ec.europa.eu

The Commission's Data Protection Officer via the functional mailbox DATA PROTECTION OFFICER or, from outside the Commission:
DATA-PROTECTION-OFFICER@ec.europa.eu

You can also send complaints to the European Data Protection Supervisor: edps@edps.europa.eu

9. Where to find more detailed information?

The Commission Data Protection Officer publishes the register of all operations processing personal data. You can access the register on the following link : <http://ec.europa.eu/dpo-register>

This specific processing has been notified to the DPO with the following reference: DPO-889.