



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

Brussels, **16 MAI 2017**
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 (May 2017)

Ref.	Deadline	Cost-free SNE	Comment
REGIO-D-1(1)-EUSALP	25/07/2017	X	
DEVCO-A-2	25/07/2017	X	

**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.



NOTICE OF VACANCY

SECONDED NATIONAL EXPERTS TO THE EUROPEAN COMMISSION

Post identification: (DG-DIR-UNIT)	REGIO-D-1(1)-EUSALP
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:	Regional and Urban Policy European Territorial Cooperation, Macro-regions, Interreg and Programmes Implementation I Macro-regions, Transnational/Interregional cooperation, IPA, Enlargement Jean-Pierre Halkin Jean-Pierre.Halkin@ec.europa.eu +32 2 2957042 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 type="checkbox"/> Iceland <input checked="" type="checkbox"/> Liechtenstein <input 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: <ul style="list-style-type: none"> - To assist with the implementation of the EU Strategy for the Alpine Region. - To explain and discuss this Strategy in relation to the partners, wider stakeholders and public. - To design and facilitate the implementation of actions within a macro-regional strategic approach. - To assist with the organisation of meetings of the Strategy bodies and public events, including the Strategy Annual Forum. - To assist in the implementation of policies, programmes and projects of relevance to this Strategy. - To assist in the alignment of Programmes based on ESI Funds as well as other funds and instruments to this Strategy. - To assist in monitoring and evaluation of this Strategy.
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¹ These mentions are given on an indicative basis only (Art.4 of the SNE Decision).

- To assist in communication activities related to this Strategy.
- To assist with the implementation of other programmes or other work of the Unit.
- To contribute to policy and practical discussions of other similar undertakings.
- To liaise broadly with other colleagues in DG Regional and Urban Policy and other Commission services and EU institutions on the above, as well as national/regional authorities.
- To facilitate information and replies to the European institutions, the Member States authorities and the general public.

All these tasks will be performed under the coordination of the official in charge for the relevant Team in the Unit.

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

- professional experience:

Candidates should have good knowledge and practical experience of regional development and/ or the international dimension of cooperation, and of Structural Funds/ INTERREG/European Territorial Co-operation. A good appreciation of the strategic importance of territorial cooperation programmes and their potential would be an advantage. A wide perspective on the potential of integrated, cross-cutting approaches (including macro-regional and similar initiatives), and the ability to motivate and communicate this to colleagues would also be welcome.

Candidates should be aware that Seconded National Experts in DG Regional and Urban Policy do not work with programmes involving their own Member State.

- language(s) necessary for the performance of duties:

Excellent knowledge of English is required. Good knowledge of other Community languages, in particular of French would be 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 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)	DEVCO-A-2
Directorate-General: Directorate: Unit: Head of Unit: Email address: Telephone:	International Cooperation and Development A - Development policy and international cooperation 2 - Financing and Effectiveness Laurent Sarazin Laurent.sarazin@ec.europa.eu +32 2 299 96 21
Number of available posts: Category: Suggested taking up duty: Suggested initial duration: Place of secondment:	Administrator (AD) 2nd 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:
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Within the European Commission, the Directorate-General for International Cooperation and Development (DG DEVCO) is in charge of development cooperation within the wider framework of the EU's international cooperation.

Within DG DEVCO, Directorate A 'Development Policy and International Cooperation' is responsible for providing analysis and formulating policy on development issues, including providing general policy direction and leads on policy coherence for development, economic analysis, aid effectiveness, financing for development, budget support, public finance management, domestic revenue mobilisation and international cooperation and development dialogue. It is responsible for the EU's representation in international fora on development issues and coordinates relations with Member and non-EU States, International Organisations and International Financial Institutions (IFIs) on development policy and practice.

Within this directorate, Unit A2 'Financing and Effectiveness' contributes to advancing European development policy in the areas of Financing for Development and Aid and Development Effectiveness. It is also responsible for the coordination of relations with Member States, EFTA countries and accession countries in the area of development cooperation. In more detail, this involves:

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

- Financing for Development and Sustainable Development

The Unit leads EU policy development, the monitoring and delivery of Financing for Development objectives and the overall financing strategy for sustainable development following the adoption of the Addis Ababa Action Agenda (AAAA) on development financing. This Agenda is an integral part of the 2030 Agenda for Sustainable Development which provides the overarching policy framework. We work in close cooperation with other DEVCO and Commission/EEAS services to foster joint EU and Member States financing for development policy where appropriate. More specifically, we lead for the EU on negotiating the implementation, follow up and review the Addis Agenda, in particular in a UN context. We also coordinate the monitoring and fulfilment of the Member State's Financing for Development commitments through reports at EU level and to the UN. In particular we encourage and monitor EU Member States progress towards reaching the EU's ambitions Official Development Assistance (ODA) targets.

- Aid and Development Effectiveness

The Unit leads a policy development on aid and development effectiveness within the European Union (EU institutions and Member States), formulates, coordinates and monitors EU policies and promotes development effectiveness in international fora including the Global Partnership for Effective Development Cooperation (GPEDC). We lead within DG DEVCO, and support other Commission/EEAS services, in the implementation of aid and development effectiveness commitments and promote the dissemination of good practices. We also lead work on aid transparency, which is an increasing priority.

- Joint Programming and joint actions

The Unit leads the policy on Joint Programming which is about the joint planning of development cooperation by the EU development partners working in a partner country. As the preferred approach in the EU's external aid assistance, the Unit supports the implementation of the policy through a helpdesk and support function. Together with the EEAS Global 5 Division, Unit A2 is the focal point in HQ for the EU Delegations and field offices. We implement and adapt the Joint Programming strategy; provide strategic documents such as the Guidance Pack and the Operational Manual; coordinate the work of Joint Programming consultants; and organise in-country missions and regional seminars. Also, the Unit is leading the conceptualisation and operationalisation of joint actions. Based on the opportunity presented by the new European Consensus on Development, the Unit will coordinate the work within DG DEVCO on the policy design, development and implementation of this novel concept.

We are a dynamic team of 14 people combining both young and experienced professionals in a pleasant working atmosphere at the heart of DG DEVCO.

We are proposing

An advisory post to contribute to the work of the Unit on Financing for Development, Development Effectiveness and Joint Programming. This will be a policy-orientated role, with a high degree of strategic thinking and liaison with a wide group of stakeholders needed. It will require advancing policy across many fronts, including through:

- Supporting the unit's overall policy formulation on financing for development and aid and development effectiveness (writing conceptual papers, preparing briefings, engaging with Member States, EU Delegations, Permanent Representations and as needed undertaking missions overseas);
- Contributing to the Commission's work streams to further EU and Member States engagement with various UN processes on financing for development and meetings of the GPEDC.
- Ensuring the implementation of the DEVCO Transparency Action Plan, including DEVCO publication to the International Aid Transparency Initiative (IATI) standard, and the development of new tools to access and use aid data.
- Ensuring implementation by the EU as a whole and by the Commission in particular of commitments undertaken at the Busan, Mexico and Nairobi High-Level Forum of the Global Partnership for Effective Development Cooperation (GPEDC) and in the EU Operational

Framework on Aid Effectiveness, including to ensure a focus on country-level implementation;

- Ensuring implementation by the EU as a whole and by the Commission in particular of commitments undertaken in the context of the Addis Ababa Action Agenda on financing for development and its follow up and review;
- Leading on certain thematic priorities for the financing for development and aid and development effectiveness agendas, including monitoring of performance against relevant indicators.
- Together with colleagues in the EEAS (Global 5 division) and DG NEAR (Unit A4), liaising with EU Delegations in promoting the Joint Programming processes in relevant partner countries.
- Support the work of policy development of joint actions within DG DEVCO, across the Commission and with EU Delegations and MS.

In addition the Policy Adviser will help support the Unit manage DEVCO's relations his/her home country.

2 Main qualifications:

a) Eligibility criteria

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b) Selection criteria

- diploma:

Master's degree or equivalent, preferably in economy or political science/international relations.

- professional experience:

We are looking for a dynamic colleague with a background in development cooperation and ideally experience in international negotiations. Experience of developing and implementing policy at a headquarters level is required. Field experience in the management of external assistance, experience of UN processes and an understanding of the aid and development effectiveness and financing for development agendas would be additional assets.

The Unit would welcome a team player, able to think analytically, rapidly develop networks and put policy into practice. He/she should be at ease with contacts with a wide range of interlocutors, within and outside the Commission.

- language(s) necessary for the performance of duties:

EN (FR an additional asset).

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