



## VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

DG – Directorate – Unit	Communication – Dir. B – unit B4
Post number in sysper:	301524
Contact person:	Annegret Ziller, HoU COMM.B.4
Provisional starting date:	4 <sup>th</sup> quarter 2025
Initial duration:	2 years
Place of secondment:	<input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxemburg <input type="checkbox"/> Other:
Type of secondment	<input checked="" type="radio"/> With allowances <input 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, Norway)	
Deadline for applications	<input checked="" type="radio"/> 2 months <input type="radio"/> 1 month Latest application date: 16-03-2025

### Entity Presentation (We are)

We are the Unit COMM.B.4 ‘Experience Europe’ in Directorate B - ‘Strategy and Corporate Communication’ of the Directorate-General for Communication, a corporate service under the direct authority of the President of the European Commission. The Unit is responsible for the following files:

- the Visitors’ Centre in Brussels, which offers programmes tailored to the interests of the different visiting groups, in line with the strategic priorities of the European Commission,

has several audiovisual stations in its premises and welcomes around 50,000 visitors in 1,500 groups per year;

- the ‘Experience Europe’ exhibition centre in Brussels, which offers interactive stations to learn more about the work of the Commission and EU policies (as well as a conference room) and welcomes around 40,000 visitors a year;
- in coordination with the European Parliament, the ‘Europa Experience’ interactive exhibitions in the Member States.

More information:

[Experience Europe exhibition centre - European Commission](#)

[Visitors’ Centre of the European Commission](#)

[Europa Experience | Visiting | European Parliament](#)

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

We offer a position as information and communication officer in the “Experience Europe” team, under the steer of a head of sector.

The person will contribute to the development and operation of the Commission’s Experience Europe exhibition in Brussels and the further development of the Commission’s overall services to visitors. Among his/her main responsibilities, he/she will:

- provide the required elements to fuel the reflection and planning process for the future visitor service of the European Commission: conceptual and strategic analysis, assessment of options and trends in visitor services and exhibition technologies and services, market research, drafting of proposals and implementation as required;
- support the operation of the Experience Europe exhibition centre in Brussels,
- organise group visits to the European Commission and contribute to the overall objective of the unit to provide excellent services to visitors of the European Commission.

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

We are looking for a motivated and enthusiastic colleague with good organizational skills and creative mind, a good knowledge of visitor services or museum/exhibition technologies and a capacity to translate overall communication objectives into concrete exhibition communication products, matching the needs of the audience. A service-oriented attitude is a pre-requisite, the capacity to work constructively with a variety of internal and external actors is a must. Candidates should have excellent conceptual and communication skills combined with a capacity to innovate and think creatively.

Very good level of English is required, French is recommended and other languages are an asset.

### **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 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 your 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)