



VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

DG – Directorate – Unit	DG ECHO B1
Post number in sysper:	326385
Contact person:	Arnaud DUPONT
Provisional starting date:	...2nd quarter 2025
Initial duration:	2... years
Place of secondment:	<input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxemburg <input type="checkbox"/> Other: Click or tap here to enter text.
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 type="radio"/> 2 months <input checked="" type="radio"/> 1 month
Latest application date: 25-02-2025	

Entity Presentation (We are)

DG ECHO B1 leads on strategic questions regarding both humanitarian aid and civil protection. It facilitates the alignment of DG ECHO policy work with the Commission overall

strategy, work program and political agenda. The unit also ensures the overall consistency of policy development and strategy within DG ECHO with respect to civil protection and humanitarian aid and seeks synergies and complementarity between the different actors. With regard to international relations on civil protection, disaster risk reduction and humanitarian aid, the unit represents DG ECHO in relevant international and multilateral fora such as the UN, including through its staff members in the EU Delegations in Geneva, New York and Washington DC. It also coordinates the DG's overall relationship with the UN system as well as the World Bank, OECD and other international financial institutions. The unit coordinates the DG's strategic relationships with OCHA and IFRC. The unit is also responsible for the G7/G20 as well as bilateral relations, notably with AU, CA, CN, IS, JP, KR, NO, NZ, UK, US, and coordinates the overall relations with UCPM participating states as well as international cooperation on civil protection and disaster risk reduction.

The unit is responsible for DG ECHO's interinstitutional relations (EU Member States, Presidency, Council, European Parliament) including through the coordination of the relevant Council working parties and committees (Working Party on Humanitarian Aid and food Aid (COHAFA), Humanitarian Aid Committee (HAC), Council working party on Civil Protection (PROCIV), Civil Protection Committee (CPC)) and ensures DG ECHO participation at the pre- GRI. The unit acts as DG ECHO focal point for relations with the EEAS and the Commissioners' Group on a Stronger Europe (CGSE) as well as for the External Action Coordination Group (EXCO). The unit is also in charge of the civil protection annual work program.

Job Presentation (We propose)

An interesting SNE position within the inter-institutional team of the unit. The successful candidate will assist the team within the whole range of inter-institutional activities mostly in the area of civil protection. He/she will prepare meetings in the Council, the EP or the consultative committees and provide analysis on policy developments in Member States. He/she will assist in the consolidation and further reinforcement of cooperation with the Council and the EP in civil protection matters and will help promoting relevant EU initiatives (e.g EU preparedness union). Regular participation in meetings of relevant Council or EP structures (PROCIV and other relevant working parties) and EP committees (e.g. EP ENVI)).

The successful candidate will not negotiate on behalf of the European Commission nor represent it externally.

The SNE will work under the supervision of an administrator. 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 with files he/she would have had to deal with in his/her national administration in the two years preceding its entry into the Commission, or directly adjacent cases. In no case he/she shall represent the Commission in order to make commitments, financial or otherwise, or to negotiate on behalf of the Commission.

Jobholder Profile (We look for)

We look for a colleague with relevant experience in the area of civil protection and, if possible, some experience in EU coordination and/or humanitarian aid.

Excellent command of English and of a second EU language is necessary. Basic knowledge of French would be 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 ⁽¹⁾. This applies in particular to the confidentiality and security of such data. Before applying, please read the attached privacy statement.

⁽¹⁾ 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)