



VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

DG – Directorate – Unit	DG GROW – Directorate B – Unit B1
Post number in sysper:	XXX
Contact person:	Laurence de Richemont
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 type="radio"/> With allowances <input checked="" 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: 25-03-2025

Entity Presentation (We are)

Unit GROW.B1 is a horizontal unit, with 20 colleagues in four teams: Planning and Simplification, Briefings, Impact assessment and Evaluations as well as Access to Documents.

We co-ordinate the Strategic Planning and Programming cycle in the Directorate General and manage the DG GROW EU Acquis, ie the legal proposals related to the Single Market and industrial policy. We prepare Briefings and speeches for the Executive Vice-president in charge of Prosperity and Industry. We coordinate within DG GROW the simplification of EU legislation and alleviation of administrative burden on businesses, in line with the [Political Guidelines](#) of President von der Leyen and the [Mission Letter of EVP Séjourné](#).

Our tasks entail : (1) coordinating the Strategic Planning and Programming cycle within DG GROW (Strategic Plan, contribution to the Commission Work Programme, Annual Management Plan, Annual Activity report); (2) managing Briefings and Speeches requests for the Executive Vice-President in charge of Prosperity and Industry, for the President and members of the college on topics related to the Single Market and Industry and for the top management of DG GROW (Director General and Deputy Directors General); (3) ensuring overall coordination of the Better Regulation and simplification policy priority within the DG, in close cooperation with the Secretariat-General and all relevant DGs; (4) managing Access to Documents requests, in line with the transparency requirements enshrined in regulation 1049/2001.

We are the main contact point with the Secretariat-General and we liaise frequently with other Commission services, as ‘mirror unit’ for several other Commission services (SG, DG DEFIS, DG JUST). We provide helpdesks for the decision making and Better Regulation requirements for all colleagues in the DG. Our unit is active in developing and using advanced digital tools for our tasks, such as the Management Reporting Tool (MRT) and the Knowledge on Online European Legislation (KOEL).

Job Presentation (We propose)

The successful applicant will work with the “Planning and Simplification” team. The jobholder will mostly be in charge of providing support to the team on the Better Regulation and simplification file.

This will entail the screening of EU legislation for overlaps and inconsistencies and engaging with stakeholders in order to analyse their position on burden reduction, rationalisation of reporting requirements and simplification. This will also encompass contributing to the preparation and follow-up to possible legislative proposals from DG GROW and other Commission services from a simplification perspective.

Preparing Briefings and notes to senior management and Cabinets on Better Regulation and regulatory simplification will be an integral part of this position.

Jobholder Profile (We look for)

We look for a lawyer with an academic degree. He/She should have at least three years’ experience in working in a public administration at national level, preferably in the area concerning the free movement of goods and services, SME’s, industry and digitalisation.

Drafting of legislation including participation in the legislative process at the national level but also the evaluation and enforcement experience would be an advantage.

Knowledge about the workings of the European Commission and the inter-institutional process of the European Union is desirable.

Being fluent in English is part of the requirements for this position. Proficiency in using digital tools is necessary. The jobholder should be acquainted with autonomous and flexible working conditions.

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)