



EUROPEAN COMMISSION

VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT EXPERT IN STRATEGIC WORKFORCE PLANNING

DG – Directorate – Unit	DG HR- Directorate A – Organisational Design & Development – Unit A1 “Workforce Foresight”
Post number in sysper:	493677
Contact person:	Tomislav HORVAT & Corita GOULDING
Provisional starting date:	1 st Trimester 2026
Initial duration:	2 years
Place of secondment:	<input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxembourg <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
<p>This vacancy notice is open to:</p> <p><input checked="" type="radio"/> EU Member States as well as</p> <p><input type="checkbox"/> The following EFTA countries: <input type="checkbox"/> Iceland <input type="checkbox"/> Liechtenstein <input type="checkbox"/> Norway <input type="checkbox"/> Switzerland</p> <p><input type="checkbox"/> The following third countries:</p> <p><input type="checkbox"/> The following intergovernmental organisations: ...</p> <p><input type="radio"/> EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, ...)</p>	
Deadline for applications	<input type="radio"/> 2 months <input checked="" type="radio"/> 1 month Latest application date: 25-09-2025

Entity Presentation (We are)

Unit HR.A1 – *Workforce Foresight* was established in Directorate A in February 2022 to build strategic expertise in workforce planning for the European Commission. Our mission is to help the Commission remain an employer of choice by attracting a diverse and high-quality workforce from all Member States.

A central responsibility of our unit is to **develop, implement and monitor a rolling, Commission-wide Strategic Workforce Plan** that anticipates long-term staffing needs. This includes engaging all Commission services and aligning workforce planning with policy priorities, demographic trends, skills needs, and emerging technologies — including AI.

We are also responsible for developing a robust SWP methodology, while continuously monitoring internal and external best practices. Building the workforce of the future requires an accurate and coordinated vision of evolving skills needs, supported by agile HR processes such as recruitment, learning and development, and resource allocation.

Our team is small, dynamic, and diverse — with members from different Member States, creating a collaborative and inclusive working environment. Our main working language is English.

Job Presentation (We propose)

Unit HR.A1 is looking for a **Seconded National Expert (SNE)** with solid experience in **Strategic Workforce Planning (SWP)** to help design forward-looking workforce strategies that optimise the Commission's talent and align it with organisational goals.

The selected expert will:

- Analyse current and future workforce and talent composition, identifying **skills gaps**, staff inflow/outflow trends, and the impact of **emerging technologies**.
- Lead or contribute to the design of strategies that link HR processes, including **recruitment and learning and development**, to future **skills needs**, job profiles, and organisational priorities.
- Translate workforce insights into **HR policy proposals**, tools, and action plans.

Major Ongoing Projects in SWP Include:

- **Analyzing talent and skills gaps** across the EC services.
- Supporting **external competition planning and design**.
- Reviewing the **learning offer**.
- Drafting a policy to **build and sustain an AI-skilled workforce**.
- Improving **data sources and developing tools** for SWP.
- Developing a **methodology for staffing needs assessment**.

Key Responsibilities:

- Develop and modernise **data sources and tools** for SWP, including automation of workforce supply-demand analysis.
- Support updates of job profiles and competency frameworks to reflect future workforce needs.
- Collaborate on **EPSO competition planning**, including the development of role-based skills profiles.

- Translate identified AI skills gaps into actionable inputs for the **corporate learning offer**.
- Analyse **external trends** (e.g. demographic, technological, labour market) and their impact on talent and staffing strategies.
- Contribute to **methodology development** for both quantitative and qualitative staffing needs assessments.
- Engage with internal and external stakeholders, including other EU institutions, to share insights and develop best practices.
- Prepare presentations, briefings, and policy papers for senior stakeholders and DG HR management.

Jobholder Profile (We look for)

We are seeking a motivated and strategic thinker who can actively contribute to high-level planning and policy development in workforce management. The ideal candidate will have **extensive experience in Strategic Workforce Planning**, and should demonstrate expertise in the following areas:

- **Application of SWP methodologies**, including supply-demand modelling, capability planning, and scenario-based workforce planning.
- Experience with both **quantitative and qualitative approaches**, including strategic talent gap analysis and trend forecasting.
- Expertise in **skills profiling**, including job role design, competence frameworks, and gap assessments.
- Proficiency in **workforce data analysis and modelling tools** (e.g. Excel, Power BI, Tableau) and familiarity with digital and AI-related skills analysis.
- Practical knowledge of **foresight techniques**, including trend analysis, horizon scanning, and scenario planning.
- Ability to work cross-functionally and engage with **senior leadership** to align workforce strategy with organisational transformation.
- Understanding of the **institutional context**, HR governance, and operational constraints of the European Commission or similar public institutions.
- Experience linking SWP with **recruitment, learning and development, and resource allocation** strategies.
- Excellent communication skills in English, both written and spoken.

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 your 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 also include a motivation letter.

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)