



EUROPEAN COMMISSION

**VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT
EXPERT IN POLICY DEVELOPMENT FOR GEOGRAPHICAL BALANCE**

DG – Directorate – Unit	DG HR- Directorate A – Organisational Design & Development – Unit A1 “Workforce Foresight”
Post number in sysper:	493676
Contact person:	Tomislav HORVAT & Corita GOULDING
Provisional starting date:	1st 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**, created in Directorate A in February 2022, plays a key strategic role in the development of forward-looking HR policies for the European Commission (EC), and to build strategic expertise in workforce planning for the EC.

One of our core responsibilities is to **coordinate the political priority of achieving a geographically balanced Commission staff**, as reinforced in the Mission Letter of Commissioner [Piotr Serafin - European Commission](#)

As part of the Commission's HR Strategy -[Adoption of the HR Strategy and Greening of the Commission](#), DG HR is rolling out a number of actions to address the geographical imbalances. In 2023, DG HR, together with Member States, developed tailored '**Joint Action Plans**' for each of the 15 under-represented Member States - [Action plans on geographical balance - European Commission](#). In 2024, the assessment of these Joint Action Plans concluded that while there were slight improvements in the presence of underrepresented Member States, additional measures were needed. Implementation of the measures outlined in the Joint Action Plans continues. In parallel, DG HR has developed '**Operational Conclusions**' for appropriately represented Member States.

Unit HR.A1 coordinates:

- Ongoing dialogue with Member States on geographical balance;
- Monitoring and assessment of existing measures;
- Policy design and development of new instruments to strengthen geographical representation across the Commission;
- Contributing to the development and future implementation of the General Implementation Provisions on geographical balance.

In addition, a central responsibility of the 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)

We are looking for a **Seconded National Expert (SNE)** to contribute to the development and implementation of **Commission-wide policies on geographical balance**, to support ongoing engagement with Member States – especially those under-represented.

The selected expert will be actively involved in the implementation of General Implementing Provisions (GIPs) to Articles 27 of the Staff Regulations and 12 of the CEOS (Conditions of Employment of Other Servants)) on Geographical Balance, monitoring the

implementation measures, and contributing to researching and shaping of different strands of workforce planning

It would also be desirable for the SNE to have some 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 contribute to analysis of current and future workforce and talent composition, identification of **skills gaps**, staff inflow/outflow trends, and the impact of **emerging technologies**.

Key responsibilities:

- Provide high-level advice to DG HR management on all matters related to geographical balance.
- Conduct **country-level analysis** to understand their level of under-representation and its context (e.g. low competition participation).
- Monitor **Joint Action Plans** for under-represented Member States.
- Implement forthcoming **General Implementing Provisions** (to Articles 27 of the Staff Regulations and 12 of the CEOS (Conditions of Employment of Other Servants)), including endorsement follow-up and development of prospective analysis methodologies.
- Design and implement **targeted measures** to strengthen geographical representation across Commission staff.
- Support the work of all colleagues addressing the issue of geographical balance, and ensure ongoing engagement including with Member States
- Maintain structured and productive dialogue with **Member States**, the **Council**, and **other EU institutions**.
- Contribute to high-level discussions and inter-institutional fora.
- Prepare high-quality **briefings, presentations, and policy papers** for senior stakeholders and management.
- Work closely with colleagues to develop and modernise **data sources and tools** for SWP, including automation of workforce supply-demand analysis.
- Analyse **external trends** (e.g. demographic, technological, labour market) and their impact on talent and staffing strategies.
- Contribute to the overall policy work of the Unit, where required.

We propose a varied and rewarding role offering insight into the workings of the European Commission, with regular interaction with Member States, internal departments, and political decision-makers. The position demands both strategic thinking and rigorous execution under tight deadlines.

Jobholder Profile (We look for)

We are seeking a **service-oriented, proactive, and experienced policy professional** with a high sense of responsibility and strong interpersonal skills.

The ideal candidate should have:

- Proven experience in **policy development**, including **data analysis, design, coordination**, and implementation of measures at institutional or national level.
- Strong **drafting skills** and the ability to convey complex issues clearly and diplomatically.
- Experience working in a **politically sensitive environment**, with the capacity to identify strategic priorities and navigate institutional dynamics.
- Excellent **negotiation and communication** skills; ability to engage effectively with senior stakeholders at national and EU levels.
- Ability to work efficiently and flexibly under pressure and to meet tight deadlines.
- Familiarity with the **geographical balance priority** within the EU institutions or similar public administration contexts is a strong asset.
- Fluency in English (written and spoken) is essential.

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.

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)