

**VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT**

DG – Directorate – Unit	OIB.002
Post number in sysper:	NA – Information available as of 01.01.2025
Contact person: Provisional starting date: Initial duration: Place of secondment:	OIB-HR-CORRESPONDENT@ec.europa.eu Romain MILHE 01/05/2025 2 years <input checked="" type="checkbox"/> Brussels
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:

Entity Presentation (We are)

The mission of OIB is to ensure a functional, safe and comfortable workplace for commission staff and to provide high quality support services, based on a client-oriented approach in an environmentally friendly and cost-effective way. OIB.002 is the sector in charge of the Infrastructure of the European Commission Representations in the Member States. It ensures the launching and follow-up of market prospections for the 27 Representations and offices of of the Commission in the Member States. It also provides

technical assistance for tenders for works/services and daily management of the buildings outside Brussels and Luxembourg.

Job Presentation (We propose)

We are looking for a national expert to ensure legal support for procurement operations and contract negotiations for the buildings of the Representations. Under the supervision of an official, the selected national expert will perform a variety of tasks and be called:

- To assist drafting technical specifications for public tender of lease and or purchase contracts;
- To take part in legal negotiations for lease, purchase and maintenance contracts;
- To plan and draft the administrative documents related to building management and real estate procurement procedures;
- To plan, draft and coordinate the documents required for the submission of building files to inter-service consultations and to the budget authority;
- To handle multiple projects simultaneously;
- To perform other procedural support as requested.

Jobholder Profile (We look for)

The successful candidate should demonstrate:

- Experience in public tendering and legal negotiations, preferably for real estate, maintenance and management of buildings or similar areas.
- Drafting and presentation skills.
- Have the ability to collaborate with other Institutions and Commission departments involved in the projects.
- Have good communication skills, both oral and written, in English and ideally also in French.
- Analytical and problem solving skills.
- Capacity to deliver results under tight deadlines.
- Be service-minded, flexible and a team player.
- Being highly reliable, with a very strong sense of responsibility, have a sense of confidentiality and ethics, especially in the context of the building and horizontal dossiers.

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.

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)