



VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

DG – Directorate – Unit	DG SANTE – C. 2 State of Health, European Semester, Health Technology Assessment
Post number in sysper:	366915
Contact person: Provisional starting date: Initial duration: Place of secondment:	Maya MATTHEWS 2 nd quarter 2025 2 years <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 checked="" type="radio"/> 2 months <input type="radio"/> 1 month Latest application date: 25-03-2025

Entity Presentation (We are)

DG Health and Food Safety (DG SANTE) aims to promote actions that improve access to healthcare, safe food to eat and protection against epidemics and diseases. Its goal is to

build and maintain Europe's high standards on animal and plant health, as well as the most affordable, accessible and high-quality health systems to deliver on these expectations.

We belong to the Directorate "Digital, EU4Health and Health systems modernisation' in DG SANTE, in Brussels. Unit C2, 'State of Health, European Semester, Health Technology Assessment'.

We ensure the implementation of the Health Technology Assessment Regulation, contributing to effective, accessible and resilient health systems. We provide DG SANTE's contribution to the European Semester and to the Recovery and Resilience Facility.

The unit is a supportive team of about 21 colleagues with a good mix of nationalities.

Job Presentation (We propose)

The seconded national expert (SNE) will provide technical expertise related to the implementation of Regulation (EU) 2021/2282 on health technology assessment (HTAR), in particular to reinforce the secretariat of the Member States' Coordination Group on Health Technology Assessment (HTA-CG) which is hosted and administered by the European Commission.

The specific tasks will entail:

- coordinating the work of one or more subgroups (Subgroup for the Development of Methodology and Procedural Guidance, Subgroup for Joint Clinical Assessments, Subgroup for Joint Scientific Consultations, Subgroup for the Identification of Emerging Health Technologies), including supporting the work of Chair and co-Chair,
- performing tasks assigned to the HTA Secretariat in line with the HTA Regulation, such as completeness checks of the dossier submitted by the health technology developer, administrative support to joint clinical assessments and joint scientific consultations, identifying patients and clinical experts to take part in Joint Clinical Assessments and Joint Scientific Consultations, conflict-of-interest assessments of persons involved in the joint work,
- preparing and participating in the meetings of the HTA-CG and its subgroups,
- facilitating coordination and exchanges between the different subgroups;
- ensuring appropriate involvement of stakeholders and experts in the work of the subgroups;
- participating in information and awareness raising activities
- liaising with national authorities, stakeholders, agencies, other Commission services, etc.;
- preparing and drafting briefings, speeches or notes in the field of health technology assessment drawing on analysis and expertise in HTA;
- contributing to the broader work of the unit, including help in answering requests from hierarchy and ensuring coherence and prioritisation of tasks and support and back up of colleagues.

The SNE will be in unit C2 and integrated in the SANTE HTA team, working in synergy and close cooperation with the colleagues and all parties involved in the HTA Regulation implementation.

The SNE will work under the supervision of an administrator. Without prejudice to the principle of loyal cooperation between national/ regional and European/ EFTA/ EEA administrations, the SNE will not work on individual legal cases with implications for files which he/ she dealt with in his/ her national administration in the two years preceding his/ her entry into the Commission, or directly related cases. Under no circumstances will he/ she represent the Commission with a view to entering into commitments, whether financial or otherwise, or negotiating on its behalf

Jobholder Profile (We look for)

A specialist in the field of health science, medical, public health, health technology assessment, pharmacoeconomics, or other fields relevant for the post, with excellent networking and negotiating skills.

Relevant experience, preferably acquired in the health sector, should include experience in the assessment of health technologies.

The tasks require frequent liaising with the Member States' representatives, national authorities, stakeholders, other EU institutions and agencies and other Commission services. Together with Commission officials, the expert will support Member States in policy development and will work in close cooperation with other Directorates Generals in the Commission. The ability to draft a range of briefing materials and to work within short time frames is important.

The ideal candidate for the job is a motivated, result-driven individual, as well as a true networker with the ability to establish contacts and synergies between all parties involved in the process. Capacity to work as a team player is essential. DG SANTE works in English but a good level of French or German is considered a plus.

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 you 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

⁽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)

in particular to the confidentiality and security of such data. Before applying, please read the attached privacy statement.