



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

DG – Directorate – Unit	<b>DG COMM - Directorate C for Representation and Communication in the Member States, Unit C1 - Communication Strategies, coordination and capacity building of Representations</b>
Post number in sysper:	<b>293689</b>
Contact person: Provisional starting date: Initial duration: Place of secondment:	Olivier DANDOY 2 quarter 2025 ... years <input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxemburg <input type="checkbox"/> Other: <a href="#">Click or tap here to enter text.</a>
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: 25-10-2024

**Entity Presentation (We are)**

We are **the link between DG Communication headquarters and the European Commission Representations** in the Member States.

We are the country knowledge hub, gathering information on country specificities and sensitivities in relation to the EU political and communication priorities. Our unit guides Commission's Representations in the development of **country communication strategies**. These detailed plans outline the annual communication objectives for each Representation and ensure that their messages are tailored to the specific context of each Member State.

We also provide **comprehensive support and guidance to the Representations** to ensure they have the resources and expertise to communicate the Commission's work effectively.

We work to **raise the profile and visibility of the Commission's Representations**.

Our unit is dedicated to improving the communication skills and knowledge within the Representations. We do this by organising training courses, seminars, and online meetings. These events often involve senior Commission officials.

### **Job Presentation (We propose)**

This role offers a unique opportunity to contribute to the professional development of the Representations' staff for effective communication in line with the Commission's priorities and resources. You will use your extensive knowledge of selected EU Member States to guide and support Commission Representations in the development and implementation of communication strategies.

- **Organising targeted in-person and online conferences** and seminars for Representations and staff of the EU institutions and assisting other DG COMM units in the design and planning of seminars.
- **Ensuring the visibility of the Representations** within the Commission and the cabinets of Members of the College.
- **Strategic guidance:** Providing expert advice to the unit and the Representations on communication strategies, ensuring consistency with Commission policy and communication objectives.
- **Knowledge hub:** Contribute to internal discussions and decision-making with valuable insights and expertise on your assigned Member State.
- **Resource Optimisation:** Advising representations on how to maximise the impact of their communication activities with limited financial and other resources.
- **Content creation:** Assist in the development of briefing notes, analytical reports and visual materials to support communication strategies.

### **Jobholder Profile (We look for)**

The ideal candidate:

- Possesses a strong understanding of EU affairs and communication best practices.
- Has experience in organising in-person and online events.
- Demonstrates excellent communication and interpersonal skills, fostering cooperation across different teams and institutions.

- Possesses strong analytical and problem-solving skills to build country knowledge and contribute to the development of effective communication strategies.
- Thrives in a fast-paced environment and enjoys working both independently and collaboratively.
- Tech-savvy: familiarity with AI tools for communication, events, and data visualisation skills would be a strong asset.
- Excellent writing and communication skills in English, with additional EU language skills an advantage.

### **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 <sup>(1)</sup>. This applies in particular to the confidentiality and security of such data. Before applying, please read the attached privacy statement.

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<sup>(1)</sup> 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)