

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

DG – Directorate – Unit	DG Communication – Directorate D – Unit D1
Post number in sysper:	291685
Contact person:	Sonja Ziemer
Provisional starting date:	16 January 2025
Initial duration:	3 years
Place of secondment:	<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: 25-07-2024	

Entity Presentation (We are)

- The European Commission Directorate-General for Communication (DG COMM) evaluation team supports the other DG COMM services, including the Representations in the Member States, in monitoring and evaluating their communication activities. For this purpose, it manages a framework contract (FWC) on impact assessment, monitoring and evaluation of communication

activities and supports the services in improving the performance of communication activities and services.

- As part of a new, ambitious approach for DG COMM's domain leadership role, a new type of multi-DGs studies on common communication challenges will be implemented, aiming at improving the performance management of communication actions in the whole external communication domain.
- A new and more agile framework contract will be implemented from January 2025 to facilitate and increase the use of this tool. The evaluation team will step up the methodological support to the services preparing, implementing and following-up studies with a view to obtain from the external contractors more actionable findings and suggestions for improvement of communication activities.
- As part of DG COMM leadership role of the external communication domain across the Commission, the evaluation team also supports the other directorates-general, the agencies and the other institutions and bodies in using the evaluation FWC. This includes methodological support in the field of monitoring and evaluation of communication.
- A very important tool for domain leadership role are the EC Communication Indicators that were agreed with all the concerned services through a participatory process led by the evaluation team. The team offers trainings and tailor-made workshops in order to promote and facilitate the use of the indicators.

Job Presentation (We propose)

The work of the SNE as member of DG COMM's evaluation team will include the participation in the following tasks:

1. Implementation and roll out of the new evaluation framework contract:

The implementation of the new and more agile evaluation framework contract will be one of the main tasks of the evaluation team and of the SNE in 2025. This will include the drafting of check lists and other supporting documents for the users of the contract and the implementation of information events and trainings on the use of this tool within DG COMM and for other directorates-general.

2. Implementation of individual study projects:

Supporting individual study projects conducted by DG COMM units or by other directorates-general will be an essential task of the SNE. This will include helping the services to define their needs as well as conceptualising and scoping the study, drafting intervention logics, evaluation questions and technical specifications, participating in the implementation of studies and supporting the follow-up and the drafting of action plans by the user services. The SNE will be called to manage or support multi-DGs projects, which will require detailed consultation with the "channel-leading" DG COMM operational units,

a strong steer of participating DGs as well as contractors and heavy involvement in the operational follow up.

3. Capacity building / External communication domain:

The SNE will be strongly involved in the capacity building measures for other directorates-general through delivering trainings on monitoring and evaluation of communication actions and the roll out of the EC Communication Indicators. The SNE will also be involved in a complete update and revision of the indicators expected in 2026.

4. Capacity building / Representations: The SNE will be the contact point and go-to person for Representations' capacity building as regards monitoring and evaluation of communication actions. This will include regular advice to the unit managing Representations and to the Representations themselves to improve the use of indicators in their annual planning exercises, and regional trainings and hands-on support for individual monitoring and evaluation projects.

5. Support to Representations will include giving to Representations specific advice with a view to improve the measuring the performance of Representations' communication activities, which would require a deep dive into the reporting tool they use and how to visualise the data collected in a meaningful way on dashboards to provide senior management with more relevant real time performance data that can feed into management's decision.

The SNE will work under the supervision of an administrator / Head of Sector. 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.

Jobholder Profile (We look for)

To be able to contribute to the work of DG COMM's evaluation team, the SNE should:

- Have a solid knowledge of evaluation approaches and methodologies based on an academic background and/or practical, professional experience in this field;
- Be able to contribute to the design and implementation of projects for the monitoring and evaluation of communication activities (knowledge or experience in communication will be valued);

- Be able to participate in the preparation of intervention logics, evaluation questions and criteria, drafting of technical specifications for calls for proposals, preparing reference documents and practical guides, identifying the right information sources;
- Have a very good experience in conceptualising, organising and delivering training actions and be able to provide advice and communicate to non-specialists expert knowledge on evaluation procedures, methodologies and techniques to be applied in the field of communication;
- Be able to promote, support and monitor the follow-up of evaluation findings and suggestions to improve by the services managing the activity evaluated;
- Be able to design, manage or support multi-DG evaluation projects; this would require detailed consultation with the “channel-leading” DG COMM operational units, a strong steer of participating DGs as well as contractors and heavy involvement in the operational follow up.

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)