



EUROPEAN COMMISSION

## VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

DG – Directorate – Unit	COMM.D.2.001
Post number in sysper:	430822
Contact person:	Sylvain HUBERT
Provisional starting date:	3 quarter 2024
Initial duration:	2 years
Place of secondment:	<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: 25-07-2024

### Entity Presentation (We are)

The Directorate-General for Communication is the corporate communication service under the responsibility of the President of the European Commission. We promote and support the political priorities of the Commission and contribute to bringing Europe closer to citizens.

Directorate D "Resources" supports the Directorate-General in the effective and full achievement of its objectives by employing best practices in budgetary and financial resources management, internal control, infrastructure, security, health and safety, information technologies and document management for the European Commission Representations and for Headquarters in Brussels. Within the Resources Directorate of DG COMM, unit COMM.D.2 "Legal Advice, Security and Document Management" ensures provision of adequate security, health and safety and infrastructure support to the Representations of the European Commission in the Member States, business continuity, SPOC service, document management and legal advice including access to documents and data protection. The unit cooperates closely with the Commission DG Human Resources and Security and with the competent services of the European Parliament in charge of the buildings management of the European Parliament Information Offices in the Member States.

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

As part of a team responsible for infrastructural projects related to security and safety of the European Commission Representations in the Member States, the SNE contributes to ensure up-to-date functioning of the security infrastructure and installations in the Representations.

The SNE will work under the supervision of an administrator. 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.

Under the overall supervision of the Head of Sector, the SNE will be responsible for the following main tasks for the assigned Commission Representations:

- Assist management in coordinating, promoting, and advancing projects, aimed to ensure adequate security, safety, well-being, accessibility to the premises and business continuity.
- Prepare, launch and follow-up of security and safety projects for the 27 Representations of the European Commission and their Regional Offices in the Member States. Tasks include participating in the drafting of tenders' specifications for works/services.
- Follow-up multiple projects simultaneously, ensure on-time delivery within budget, meeting quality standards and stakeholders' expectations.
- Contribute to the establishment of a project management processes and methodologies.
- Plan, draft, manage, monitor, report and keep the building dossiers up-to-date.
- Assist in the management of day-to-day operational aspects of projects and functioning of the Representations.

- Work in team and provide promptly support and advice to the Head of sector and hierarchy.
- Perform missions to the EU Member States.

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

We look for a dynamic and motivated person, possibly with an architect/engineer background and/or experience and knowhow in security, safety and health.

The successful candidate should demonstrate:

- A record of accomplishment in the field of building/security projects.
- Developed analytical and problem-solving skills.
- Consolidated drafting and presentation skills.
- Capacity to deliver results under tight deadlines.
- Reliability, with a very strong sense of responsibility, confidentiality, and ethics.
- Service-minded approach, flexibility, and ability to work in a multicultural team.
- Ability to collaborate with other Institutions and Commission departments involved in the projects.
- Good communication skills, both oral and written, in English and ideally also in French.

Familiarity with public procurement rules and contract management would constitute a distinct 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)