



VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

DG – Directorate – Unit	DG EAC/C3
Post number in sysper:	98018
Contact person:	Filip Van Depoele
Provisional starting date:	3 quarter 2025
Initial duration:	2 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 type="radio"/> With allowances <input checked="" type="radio"/> Cost-free
This vacancy notice is open to:	
<input 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 checked="" 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: 25-02-2025

Entity Presentation (We are)

The unit is responsible for developing and coordinating the international dimension of DG EAC activities and programmes. Its main responsibilities include (1) coordinating DG EAC international cooperation in education, youth, sport and culture; (2) implementing the international dimension of the Erasmus+ programme fostering mobility and cooperation

between the EU and countries across the world; (3) supporting (potential) candidate countries in their efforts to prepare for accession; (4) enhancing the EU worldwide attractiveness as a study destination and promoting the EU role as a leading global player in education, and higher education in particular, as well as youth, sport and culture; and (5) fostering innovation and quality improvements in education, youth, sport and culture in the EU and third countries through policy exchanges

Job Presentation (We propose)

Unit C3 of DG EAC is seeking to hire an SNE. Main tasks imply:

Implementation of Erasmus+ international actions

- Contribute to the overall planning, design and implementation of Erasmus+ international actions. In particular, deal with the implementation of the International Credit Mobility action, providing steering and support to Erasmus+ National Agencies and programme stakeholders. This implies the main following tasks:

- o Contribution to the Erasmus+ annual Work Programmes and programming of the annual budget
- o Annual draft or revision of the Erasmus+ Programme Guide, reference documents and guidelines (forms, model agreements, handbooks, information materials, etc.)
- o Monitoring and evaluation of international actions
- o Consultation, training, steering of National Agencies's staff (NA meetings, NA working groups, etc.)
- o Representation of the unit in meetings, events with external stakeholders
- o Cooperation with external action services (DG INTPA, DG NEAR, EEAS) and EC Delegations
- o Provision of business inputs for IT tools development
- o Internal coordination and cooperation with other units of DG EAC dealing with the implementation of Erasmus+

- Contribute to the reflection on the Erasmus+ programme post 2027 in particular as regards the design of international mobility actions.

Internationalisation of mobility

- Identify and exploit the results of Erasmus+ to feed policy dialogue with countries outside the EU.

- Contribute to policy development in the field of internationalisation of mobility (recognition of credits and learning outcomes, overcoming obstacles and barriers to international mobility)
- Contribute to the Unit's work on external communication.

Jobholder Profile (We look for)

The successful candidate must be an experienced and dynamic person able to demonstrate the following characteristics:

Diploma

- university degree or
 - professional training or professional experience of an equivalent level
- in the field(s) : Education

Professional experience

Knowledge and expertise in the implementation of the Erasmus+ programme, and in particular of the International Credit Mobility action. Professional experience in higher education, youth or international cooperation outside Europe would be an asset.

Language(s) necessary for the performance of duties: Excellent command of written and oral English. Other languages would be an asset but not essential.

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

⁽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.