

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

DG – Directorate – Unit	DG ECHO – Directorate B Strategy and Policy – Unit B3 Prevention and Preparedness Capacity Building
Post number in sysper:	437559
Contact person: Provisional starting date: Initial duration: Place of secondment:	Erwan Marteil, head of unit Erwan.Marteil@ec.europa.eu +32 2 29 64602/ +32 460 761504 4 <sup>th</sup> quarter 2024 ...2 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: 25-09-2024

**Entity Presentation (We are)**

Unit ECHO B3 promotes capacity building for disaster prevention and preparedness in Member States and Participating States of the Union Civil Protection Mechanism (UCPM) to support the implementation of the Union Disaster Resilience Goals. It does so through the below technical, financial and knowledge tools.

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

The job holder will contribute to prevention and preparedness activities of the Union Civil Protection Mechanism. (S)he will contribute to the development, coordination and monitoring of policies and actions relevant to the Union Civil Protection Knowledge Network, with a focus on capacity building.

Under the supervision of a Commission official, (s)he will proactively contribute to the development and management of the Knowledge Network with its diverse branches and activities. S/he will also contribute to community building and outreach activities (e.g., workshops, webinars, etc.) that respond to newly emerging needs and priorities under the Knowledge Network.

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

The job holder, under the supervision of a Commission official, will in particular:

- Contribute to policy making and strategic reflection on the development of the Knowledge Network through the analysis of trends, opportunities, and innovative solutions in the sector.
- Design, develop and manage various activities, including those where the Commission acts as the Secretariat of the Knowledge Network.
- Contribute to the procurement and grant management processes in relation to those activities (call for tenders/proposals, evaluation, contract follow-up and project monitoring).
- Contribute to the coordination of the bodies related to the functioning of the Knowledge Network and their activities.
- Contribute to stakeholder communication, awareness raising and risk communication activities.

The candidate should have solid organisational skills and should have excellent drafting skills. Team spirit is essential.

Emergency management, such as experience in civil protection, disaster management, humanitarian aid, would be an asset. Experience in project management would also be considered an asset.

The job assignment requires flexibility as regard to working hours and travels.

In no case, the job holder shall represent the Commission for legal and financial matters or shall negotiate on behalf of the Commission.

Due to the nature of DG ECHO's mandate, the DG must be able to respond rapidly in times of crisis. A flexible approach might be requested from the job holder with respect to his/her responsibilities and travels. S/he could be called to act as a UCPM liaison officer for disaster response inside and outside the European Union.

## **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)