

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

DG – Directorate – Unit	DG ECHO – Unit B4 : Humanitarian Aid Thematic Policies and International Humanitarian Law
Post number in sysper:	302996
Contact person:	Joanna Darmanin / Barbara Dequinze
Provisional starting date:	1st 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 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)

Unit B4 is responsible for ensuring the development, dissemination and coherent implementation of humanitarian thematic policies, and ensure they are translated into quality humanitarian assistance. It is responsible in particular for International Humanitarian Law (IHL), access, humanitarian protection, gender/age (including gender-based violence as well as child protection and children in armed conflict),

disability inclusion, education in emergencies, forced displacement/migration (refugees, Internally Displaced Persons, disaster and climate-related displacement), food assistance, nutrition, Water, Sanitation and Hygiene (WASH), shelter and settlements and health.

The unit also coordinates the policy development related to disaster preparedness actions in third countries financed from the humanitarian aid budget. It is also responsible for the development and implementation of DG ECHO's approaches to the impact of climate change on humanitarian needs and to reducing the environmental footprint of EU funded humanitarian operations.

In addition, B4 is in lead for relations with ICRC, IOM, UNHCR, UNICEF and WFP and the strategic partnerships with these organisations. The unit is also responsible for the management of ECHO's relations with WHO.

The unit ensures the coordination with relevant Commission services and EEAS as well as external stakeholders in the fields described above.

The unit is also the focal point for the field thematic experts for the policies in its remit and is responsible for the management of the policy support framework contract and the Enhanced Response Capacity programme.

Job Presentation (We propose)

International Aid / Cooperation Officer - Humanitarian Aid Desk to contribute to the development of humanitarian policies in particular on WASH and Shelter and Settlements under the supervision of a Commission official. The jobholder will have a challenging and interesting role as part of the team responsible for sectoral policies of humanitarian assistance and will be tasked to contribute to the monitoring and implementation of existing policies but also to the development of new approaches as necessary.

This provides an opportunity to work within a dynamic and challenging multicultural environment and contribute to tasks such the preparation of strategy documents on humanitarian policies, representation in various meeting with key stakeholders and international organisations active in humanitarian assistance and also in institutional meetings such as the COHAFA Working Group and the DEVE Committee in the European Parliament.

Given the central role of humanitarian assistance in the external dimension the job will also require maintaining close contacts with other Commission services and European institutions on the various policy challenges covered by the team.

A full set of learning and training opportunities are available and targeted to the needs of the job.

Jobholder Profile (We look for)

A dynamic, flexible and hardworking colleague who is able to work autonomously and with resilience in what can be a high-pressure, fast-changing environment. We look for a motivated and well-organised colleague, with a constructive team spirit, who will contribute with the relevant expertise and enthusiasm to the work of the unit.

A dynamic person with at least 1 years of policy experience in the core sectors of health, food security, nutrition, WASH, shelter and settlements in a humanitarian or development context. Working experience in an international setting would be an asset. Previous experience of working in humanitarian aid in particular WASH and Shelter and Settlements would be a major asset. S/he shall have strong organisational and social skills as well as a good sense of initiative. S/he is a team player, able to work autonomously and to deliver against tight, competing deadlines, to manage different priorities and to be flexible under pressure.

S/he should have a good knowledge of EU institutions, priorities and policy issues in external relations as well as good understanding of policy priorities and actions in the field of humanitarian aid and/or civil protection.

S/he should have experience in coordinating and following-up on tasks, as well as strong capacity to analyse and present complex issues in a structured way both orally and in writing. This job requires reliability, accuracy, flexibility as well as good negotiation, communication and organizational skills.

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. Expected level of English C1, French B2. 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 you 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)