

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

DG – Directorate – Unit	EMPL.E.3
Post number in sysper:	374083
Contact person:	Laura Corrado
Provisional starting date:	3rd quarter 2024
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 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

Entity Presentation (We are)

The mission of Unit E3 "International Affairs, European Training Foundation (ETF)" is to develop and promote the external dimension of the EU's employment and social policies and instruments, building on the European Pillar of Social Rights and the EU international commitments in these domains. Our main goals are to uphold fundamental social and labour rights for everyone; to contribute to sustainable development and poverty eradication; and to foster a social level playing field for all. The Unit acts as the main contact point, on behalf of the European Commission, with the International Labour Organisation (ILO). It also manages the Commission's relations with the European

Training Foundation (ETF). The Unit coordinates as well DG Employment input to the enlargement process and is involved in the monitoring of labour -related commitments in the context of EU trade agreements and preferential trade preferences' schemes.

Job Presentation (We propose)

We propose a challenging job as international relations officer within a dynamic and committed team and an inclusive working environment. The job requires the ability to establish and manage relations with third countries and international organisations in the field of responsibility of the Unit. The successful candidate will, in particular:

- Contribute to managing relations with the ILO, namely by preparing and attending the regular ILO's Governing Bodies, the annual International Labour Conference, as well as any other related meeting and activity;
- Be responsible for the monitoring of labour standards in third countries, in particular in the context of EU Trade Agreements and EU preferential trade arrangements (EBA and GSP+).

The successful candidate is expected to contribute to the drafting of policy notes, speeches, briefings and other relevant documents.

The job requires the availability to participate to missions outside the EU.

Jobholder Profile (We look for)

The ideal candidate should be a team player with a good sense of initiative and responsibility. S/he should be reliable, proactive, thorough and well-organised, and should ensure quality and accuracy in performing a diversity of tasks in an autonomous way.

The post requires a prior knowledge of and/or experience with employment and social policies. Experience in dealing with third countries and/or international organisations would be an asset.

A minimum working experience of 3 years in one of the areas highlighted above is required.

In terms of diplomas and qualifications, the potential candidates should have a university degree in law/economic/political or social sciences/international relations.

A very good command of English, both written and oral, is essential for this position. Other EU and non-EU languages would be an asset.

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)