



EUROPEAN COMMISSION

VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

DG – Directorate – Unit	European Health Emergency Preparedness and Response Authority (HERA) HERA.04 Emergency Office
Post number in sysper:	Click or tap here to enter text.
Contact person: Provisional starting date: Initial duration: Place of secondment:	Charlotte Renckens – Deputy Head of Unit ...3rd quarter 2024 ...2 years <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

Entity Presentation (We are)

The European Health Emergency Preparedness and Response Authority (HERA) is a relatively new Directorate General of the European Commission. HERA 's mission is to assist the Commission to improve preparedness and response to serious cross-border threats in the area of medical countermeasures, in particular by:

- strengthening health security coordination within the Union involving all relevant actors during preparedness and crisis response times and bringing together the EU Member States, industry and relevant stakeholders in a common effort;
- addressing vulnerabilities and strategic dependencies within the Union related to the development, production, procurement, stockpiling and distribution of medical countermeasures;
- contributing to reinforcing the global health emergency response architecture.

HERA is responsible for the following tasks which are exercised in close cooperation with the Member States:

- assessment of health threats and intelligence gathering relevant to medical countermeasures;
- promoting advanced research and development of medical countermeasures and related technologies;
- addressing market challenges and boosting the Union's open strategic autonomy in medical countermeasures production;
- swift procurement and distribution of medical countermeasures;
- increasing stockpiling capacity of medical countermeasures;
- strengthening knowledge and skills in preparedness and response related to medical countermeasures.

HERA is assisted by a Coordination Committee, the HERA Board and the HERA Advisory Forum. HERA currently has 4 units. HERA.01 "Policy and Coordination" is in charge of HERA's policy priorities, legal, regulatory and quality aspects. HERA.02 "Intelligence gathering, Analysis and Innovation" is in charge of assessing threats and innovative approaches to threats. HERA.03 "Medical Counter Measures" is in charge of management of medical counter measures. HERA.04 "Emergency Office" is in charge of the management of health crises.

HERA's website: https://ec.europa.eu/health/hera/overview_en

Job Presentation (We propose)

We propose a Policy Officer for a highly motivated and experience seconded national expert within the team dealing with HERA's trainings and exercises programme within HERA.04 – Emergency Office.

The Policy Officer will support the work of the Unit in preparing and conducting trainings and exercises, in particular by:

- Proactively identifying training needs
- Supporting the planning and implementation of HERA's training and exercise programme, including the definition of topics, content and quality control of the training and exercise programme

- Liaising with Member States as well as other Commission services and agencies and international organisations (e.g. WHO) on training programmes, ensuring that HERA's training and exercise programme responds adequately to training needs from EU Member States and is coordinated and complementary to other training offers.
- Liaising with external contractors for the preparation and execution of different trainings
- Supporting HERA staff in the preparation (planning and design) of exercises, both internal and external
- Supporting HERA staff in running exercises, both internal and external

The position will also include extensive contacts with other Commission services and agencies, with Member States' representatives and experts, as well as representatives from WHO and other relevant international organisations.

Jobholder Profile (We look for)

A candidate that ideally has experience in running trainings and exercises and organization of events, whether in the field of public health or a related field. However, candidates with the following background are also encouraged to apply:

- Public health experience
- Crisis management experience

The candidate should also have very good interpersonal, planning, networking and communication skills. They should be able to manage several files simultaneously and produce high quality outputs. Experience in working in a team and dynamic environment is essential. They must be open to changing tasks and adapting/learning about different topics concerning their role.

Being capable of fluent written and oral communication in English is compulsory.

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 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)