

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

DG – Directorate – Unit	JRC DIR A.3
Post number in sysper:	445102
Contact person:	Emanuela Bellan
Provisional starting date:	4 quarter 2024
Initial duration:	2 years
Place of secondment:	<input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxemburg <input type="checkbox"/> Other: Brussels
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: 17-12-2024

Entity Presentation (We are)

The [Joint Research Centre \(JRC\)](#) provides independent, evidence-based knowledge and science, supporting EU policies to positively impact society. The JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available on the [JRC website](#). The JRC offers a vibrant and multidisciplinary academic work environment, combined with a competitive salary and benefits/allowances package.

The current vacancy is for Unit A.3, whose mission is to lead JRC's relations with its institutional and scientific strategic stakeholders in Member States and in countries associated to Horizon Europe, and with international partners. Its activities aim at supporting JRC excellence in science and at raising the profile and reputation of the JRC through the coordination of the JRC outreach strategy.

The post is based in Brussels (Belgium).

Job Presentation (We propose)

The JRC A.3 team is looking for a new colleague to join the team in charge of steering and maintaining relations with strategic stakeholders in Member states, countries associated to Horizon Europe, international partners and other stakeholders.

The SNE will work under the supervision of an administrator. Without prejudice to the principle of loyal cooperation between the national/regional and European administrations, the SNE will not work on individual cases with implications with files he/she would have had to deal with in his/her national administration in the two years preceding its entry into the Commission, or directly adjacent cases. In no case he/she shall represent the Commission in order to make commitments, financial or otherwise, or to negotiate on behalf of the Commission.

Responsibilities of the selected candidate include:

- Contribute to steering JRC collaboration with scientific and high level institutional stakeholders in Member States, Associated countries, third countries and international organisations, including negotiation and monitoring of collaboration arrangements;
- Organise/support high-level interactions of the Director General and of the Commissioner with stakeholders, visits to capitals and meetings with key stakeholders from national authorities, academia and business;
- Coordination and organisation of events and conferences;
- Analysis, follow-up and updates on the political, economic, scientific research aspects, trends and developments in Member States, Associated and third countries in the area of JRC's work;
- Prepare documents and reports, as well as briefings, speeches, summit declarations, press statements and others. Compile, process and / or structure data.

Jobholder Profile (We look for)

We look for an experienced policy officer to join our team in Brussels.

The successful candidate should have:

- At least 2 years of experience in relations with stakeholders, and/ or international relations;
- Preferably 2 years experience in research and analysis in science;
- Excellent drafting and presentation skills;
- Good problem-solving and proactive attitude;
- Strong interpersonal skills.

A very good knowledge (C1) of English is required.

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)