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**NOTICE OF VACANCY**

**SECONDED NATIONAL EXPERTS TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | | **COMM-D-2** |
|  | **Directorate-General:**  **Directorate:**  **Unit:**  **Head of Unit:**  **Email address:**  **Telephone:** | **Communication**  **D – Resources**  **D.2 - Infrastructure, Security and Document Management**  **Mr Marc SIEVERS**  [**Marc.SIEVERS@ec.europa.eu**](mailto:Marc.SIEVERS@ec.europa.eu)  **+32 2 29 93666** |
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|  | **Number of available posts:**  **Category:** | **1**  **Administrator (AD)** |
|  | **Suggested taking up duty:**  **Suggested initial duration:** | **1st/2nd quarter 2019 [[1]](#footnote-1)**  **2 year(s)1** |
|  | **Place of secondment:** | 🗷 **Brussels □ Luxembourg □ Other: ………..** |
|  | **Specificities** | 🗷 **With allowances □ COST-FREE** |
| **This vacancy notice is also open to**  **□    the following EFTA countries :  □ Iceland □ Liechtenstein □ Norway □ Switzerland  □ EFTA-EEA In-Kind agreement  (Iceland, Liechtenstein, Norway) □    the following third countries: □    the following intergovernmental organisations:** |
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| **1** | **Nature of the tasks:** | |
|  | As part of a small team within the Directorate General for Communication responsible for safety & health and security of the European Commission Representations in the Member States, we are looking for a national expert to contribute to ensure up-to-date safety & health levels and security installations of the Representations. Under the supervision of an Official, the selected national expert will perform a variety of tasks including:   * To plan, draft, manage, monitor and report on safety & health levels and security installations projects (physical and electronic) related to the Commission Representations buildings and infrastructures; * To manage day-to-day operational aspects of all assigned projects and gain consensus from stakeholders to ensure successful implementation of the various projects; * To establish project management processes and methodologies to ensure assigned projects are delivered on time and within budget and meet high quality standards and client expectations; * To meet with internal clients of assigned projects to provide status updates and reports and gather project-related feedback; * To handle multiple projects simultaneously; * To work with safety& health and security personnel within the Commission as well as in other European Institutions; * To provide support/consultancy to the headquarters infrastructure team and to the Commission Representations, including frequent missions on site; * To perform other safety & health and security related duties as requested. | |
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| **2** | **Main qualifications:** | |
|  | a) Eligibility criteria | |
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|  | The following eligibility criteria are to be fulfilled by the candidate in order to be seconded to the Commission. Consequently, the candidate who does not fulfil one of them will be automatically eliminated from the selection process.  • Professional experience : at least three years' experience in administrative, legal, scientific, technical, advisory or supervisory functions which can be regarded as equivalent to those of function groups AD;  • Seniority : at least one year by your employer, that is having worked for an eligible employer (as described in Art. 1 of the SNE decision) on a permanent or contract basis for at least 12 months before the secondment;  • 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. An SNE from a non-member country must produce evidence of a thorough knowledge of one EU language necessary for the performance of his duties. | |
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|  | b) Selection criteria | |
|  | Diploma:  - university degree or  - professional training or professional experience of an equivalent level  in the field(s) of Engineering, Architecture, Project Management with knowledge of the core principles in the field of building safety & health regulations and security requirements. Project Management certification or successful completion of a recognized project management experience will be an asset. | |
|  | Professional experience: 3 years of recent experience in the field of safety& health and security for public infrastructure, for instance Embassies, as a project manager, managing safety & health and physical security projects including audits, access control/intrusion detection and CCTV surveillance systems. Experience in writing a Security study including safety & health and security impact analyses for highly visible middle-sized projects (buildings in EU capitals up to 5000 m²). | |
|  | Language(s) necessary for the performance of duties: English is the main working language, so very good writing and oral skills in English are required; however sufficient knowledge of French or German will be an asset. | |
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| **3** | **Submission of applications and selection procedure** | |
|  | Candidates should send their application according to the **Europass CV format** (http://europass.cedefop.europa.eu/en/documents/curriculum-vitae) in English, French or German **only to the Permanent Representation / Diplomatic Mission to the EU of their country**, which will forward the applications to the competent services of the Commission within the deadline fixed by the latter. **Not respecting this procedure or deadlines will automatically invalidate the application.**  **Candidates are required not to add 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. | |
|  | Candidates will be informed of the follow-up of their application by the unit concerned. | |
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| **4** | **Conditions of the secondment** | |
|  | 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). This decision is available on  <http://ec.europa.eu/civil_service/job/sne/index_en.htm>.  The SNE will remain employed and remunerated by his/her employer during the secondment. He/she will equally remain covered by the national social security.  Unless for cost-free SNEs, allowances may be granted by the Commission to SNEs fulfilling the conditions provided for in Art. 17 of the SNE decision.  During the secondment, SNEs are subject to confidentiality, loyalty and absence of conflict of interest obligations, as provided for in Art. 6 and 7 of the SNE Decision.  If any document is inexact, incomplete or missing, the secondment may be cancelled. | |
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| **5** | **Processing of personal data** | |
|  | The selection, secondment and termination of the secondment of a national expert requires the Commission (the competent services of DG HR, DG BUDG, PMO and the DG concerned) to process personal data concerning the person to be seconded, under the responsibility of the Head of Unit of DG HR.B4. The data processing is subject to the SNE Decision as well as the Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.  Data is kept by the competent services for 10 years after the secondment (2 years for not selected or not seconded experts).  Data subjects may exercise their right of access to data concerning them and the right to rectify such data by applying to the controller, in accordance with Article 13 of the Regulation on the processing of personal data. The candidate may send complaints to the European Data Protection Supervisor [edps@edps.europa.eu](mailto:edps@edps.europa.eu).  To the attention of candidates from third countries: your personal data can be used for necessary checks. More information is available on <http://ec.europa.eu/dgs/personnel_administration/security_en.htm>. | |
|  | Information on data protection for candidates to a JRC post is available on: <http://ec.europa.eu/dgs/jrc/index.cfm?id=6270>. | |
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1. These mentions are given on an indicative basis only (Art.4 of the SNE Decision). [↑](#footnote-ref-1)