

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **HOME-B-2** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Esther POZO VERA**  [**esther.pozo-vera@ec.europa.eu**](mailto:esther.pozo-vera@ec.europa.eu)  **+32 2 2999388**  **1**  **2nd quarter 2020 [[1]](#footnote-1)**  **2 years1**  ⌧ **Brussels** □ **Luxemburg** □ **Other: ……………..** |
|  | ⌧**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:** | |

**1. Nature of the tasks**

To define, implement and co-ordinate policy, legislative and operational developments regarding the management of the External Borders, in particular as concerns the Schengen governance and the Schengen Evaluation Mechanism.

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.

The SNE will coordinate the preparation of Schengen evaluations for a number of Member States and participate as second Commission expert in Schengen evaluation missions, particularly in the area of the management of the external borders. The SNE will liaise with other policy units and the authorities of the Member State concerned. He/she will also contribute to the preparation, adoption and follow-up of the specific Schengen evaluation report, including support to prepare and adopt the relevant recommendations and support to presentations at the Schengen Committee meetings and the Council of the European Union.

The SNE will also contribute to the development of the Schengen Evaluation training programme in close contact with Frontex, as well as to the development of the Scheval Work Programme. The SNE will, under the supervision of a Commission official, also assess the HOME-funds national programmes of the Member States coordinated by the SNE and related EMAS applications. The SNE will also be the correspondent for data protection evaluations with DG JUST.

More broadly, under the supervision of a Commission official, the SNE’s duties include:

• POLICY DEVELOPMENT- contribute to the development of the policies of the Directorate General and the Commission in the field mentioned above, to the definition of political objectives and priorities and to internal planning and programming in the Unit, follow policy developments in the field mentioned above, contribute to the evaluation/definition of the implementation of the management of the External Frontiers and monitor and/or launch studies commissioned by DG HOME or other DGs;

• LEGISLATIVE WORK - contribute to the elaboration and development of legislation in the field mentioned above, including the reform of the Schengen evaluation mechanism Regulation, and contribute to monitoring the proper transposition and implementation of legislation regarding the field mentioned above, and handle complaints and other correspondence from citizens;

• POLICY COORDINATION - work actively towards better internal co-ordination and co-operation inside the Unit, the DG and between Commission departments in the above-mentioned field, and coordinate activities of the Unit with Cabinets and with other DGs;

• INTER-SERVICE COORDINATION and CONSULTATION - prepare, conduct and respond to inter-service consultations on all relevant aspects of the above mentioned Commission work; co-ordinate and monitor such activities with the Units of the Directorate General;

• REPRESENTATION, NEGOTIATION and PARTICIPATION - support the representation of the Commission at the European Parliament's Committee meetings, Council working parties, the Committee of the Regions and ECOSOC; organise meetings with Member States, and draft answers to oral and written questions and petitions of MEPs as well as to the European Ombudsman's investigations; or

• EXTERNAL COMMUNICATION (general) - give presentations and lectures at seminars and workshops in the above-mentioned field.

**2. Main qualifications**

**a) Eligibility criteria**

The following eligibility criteria must be fulfilled by the candidate in order to be seconded to the Commission. Consequently, the candidate who does not fulfil all of these criteria will be automatically eliminated from the selection process.

• 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: candidates must have at least one year seniority with their employer, that means having worked for an eligible employer as described in Art. 1 of the SNE decision on a permanent or contract basis for at least one year 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. SNE from a third country must produce evidence of a thorough knowledge of one EU language necessary for the performance of his duties.

**b) Selection criteria**

Diploma

- university degree or

- professional training or professional experience of an equivalent level

in the field(s) : border management, political science, law or public administration.

Professional experience

At least 10 years of professional experience in the area of external border management and at least 5 years of professional experience in the area of Schengen evaluations.

Excellent knowledge of the EU Schengen acquis and its legal basis (primarily the Schengen Borders Code).

Sound knowledge of internal Commission adoption procedures and the EU inter-institutional framework is also required.

Language(s) necessary for the performance of duties

English – C1.

**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 it to the competent services of the Commission within the deadline fixed by the latter.The CV must mention the date of birth and the nationality of the candidate. **Not respecting this procedure or deadlines will automatically invalidate the application.**

Candidates are asked not to 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.

Candidates will be informed of the follow-up of their application by the unit concerned.

**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).

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 system.

Unless for cost-free SNE, allowances may be granted by the Commission to SNE fulfilling the conditions provided for in Art. 17 of the SNE decision.

During the secondment, SNE 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 application may be cancelled.

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, OJ L 72, 17.03.2015, p. 53).

The selected candidate has the obligation to launch the vetting procedure before getting the secondment confirmation.

**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.DDG.B4. The data processing is subject to the SNE Decision as well as the Regulation (EU) 2018/1725.

Data is kept by the competent services for 10 years after the secondment (2 years for not selected or not seconded experts).

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given below.

**Contact information**

* **The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, HR.DDG.B.4, [HR-MAIL-B4@ec.europa.eu](mailto:HR-MAIL-B4@ec.europa.eu).

* **The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

* **The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

To the attention of candidates from third countries: your personal data can be used for necessary checks.

1. These mentions are given on an indicative basis only (Art.4 of the SNE Decision). [↑](#footnote-ref-1)