

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **EMPL-E-3** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Mme Chiara RIONDINO**  [**Chiara.riondino@ec.europa.eu**](mailto:Chiara.riondino@ec.europa.eu)  **+ 32 2 29 57601**  1  **2nd quarter 2021 [[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**

The Unit ‘Vocational Education and Training (VET), apprenticeships and adult learning’ is seeking an experienced and dynamic colleague to contribute to the development and implementation of European policies in the fields of adult learning, apprenticeships and vocational education and training.

Within the unit, the ‘Policy in Action’ team leads on initiatives such as the recently launched Pact for Skills, the Renewed European Alliance for Apprenticeships, the European Vocational Skills Week as well as Centres for Vocational Excellence. The work contributes to the twin green and digital transitions, the European Pillar of Social Rights, and the European Semester. The unit works closely with units managing the European Social Fund.

The New Skills Agenda for sustainable competitiveness, social fairness and resilience and the closely related Council Recommendation on Vocational Education and Training will be the policy background for the work in this post. This includes work related to the Pact for Skills as a flagship initiative of the Skills Agenda. It also includes “Skills for Life” providing new priorities for the European Agenda for Adult Learning. In this context, key policy priorities are lower-skilled adults (especially those who have difficulties with literacy, numeracy and digital skills), supporting people of working age to adapt to the future of jobs in an increasingly digital, green and globalised economy, and increasing the participation of the workforce in upskilling / reskilling.

The post offers a unique opportunity to contribute to EU policy developments and processes, by working closely with Member States and wide range of national, European and international stakeholders.

The selected colleague will:

* undertake policy work in the area of adult learning, apprenticeships and vocational education and training, including for example:
* contributing to the development of policy priorities and following up their implementation
* managing expert working groups and networks, notably by assisting with their policy, steering, the organisation of meetings, peer learning activities, webinars, etc.,
* analysing relevant research and making use of it in the context of policy work,
* gathering and analysing information on national education and training systems,
* exploiting results of EU funded projects or successful national initiatives,
* steering and monitoring the work of third parties (such as contractors), and
* liaising with ESF units in the Directorate-General, and stakeholder groups.
* contribute with his/her knowledge, skills and expertise to the implementation of the Unit's work programme in cooperation with colleagues; this will include tasks such as:
* providing inputs to briefings and speeches,
* drafting reports,
* contributing to meetings, and
* liaising with other units and services of the Commission or other EU bodies.

**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) : education and training.

Professional experience

* The candidate should preferably have a background in economics and expertise in adult learning and/or vocational education and training and/or labour market functioning.
* proven experience and competences in identifying and synthesising policy-relevant research findings, analysing policies;
* relevance of the experience and expertise at national level in the field of education and training, in particular adult education and/or vocational education and training;
* proven experience and competences in identifying and synthesising policy-relevant research findings, analysing policies;
* synthesising information and communicating it concisely and clearly;
* proven experience of successfully dealing with a wide range of stakeholders;
* excellent drafting skills, good communication and presentation skills, both orally and in writing;
* proven ability to work in multilingual and multicultural teams;
* excellent office ICT skills.

Language(s) necessary for the performance of duties

Excellent communication skills in English and/or French; excellent drafting skills in English. Ability to use other EU-languages will be an asset.

**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)