

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **ENER-B-5** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Vincent Berrutto**  [**Vincent.berrutto@ec.europa.eu**](mailto:Vincent.berrutto@ec.europa.eu)  **+32 2 29 68642**  1  **3rd 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**

Our Unit works at the cutting-edge of energy innovation. It co-creates and implements the Horizon Europe programme, exploits the results from research and innovation projects for energy policy-making, fosters digital energy services, strengthens the link between innovation and competitiveness, and stimulates cooperation in these areas within and outside the EU.

We are a multi-disciplinary team, committed to creating a cleaner, more secure, and more competitive energy landscape.

We are looking for a Seconded National Expert to help define, implement and monitor policies, funding programmes, and related activities coherent with Commission priorities mainly in the fast-developing area of digitalisation of the energy system.

Tasks will include the following responsibilities:

• Contribute to the preparation of the Action Plan on the Digitalisation of the Energy System (Digitalisation Action Plan): study and integrate the results of studies, projects, research papers, stakeholders’ consultations and other information; consult services; develop the list of actions; and follow adoption and endorsement procedures.

• Support and monitor the implementation of the Digitalisation Action Plan, liaising closely with the implementing services.

• Monitor energy technology developments in the area of focus and provide input for the Annual Report on the Competitiveness of the Clean Energy Sector.

• Support the coordination of research and innovation matters within DG ENER, in particular the co-creation and implementation of Horizon Europe Work Programmes.

• Support the alignment of national research and innovation efforts and objectives, in particular by contributing to the Strategic Energy Technology Plan (SET Plan).

• Provide input for energy policy initiatives, building on results from EU programmes.

• Draft briefings, background papers, replies to correspondence and parliamentary questions, contributions to inter-service consultations.

• Organise and maintain contacts with the other EU Institutions and external stakeholders, participate in different inter-service groups, intervene in conferences and other events.

• Contribution to other tasks of the unit (contribution to horizontal speeches, statements, summaries, or other necessary documents).

**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) : political sciences, engineering, environment, IT, law, economics, science or related fields.

Professional experience

A good At least two years in the field of digitalisation. Knowledge of the energy sector is an asset. Knowledge of the EU institutional procedures and ability to work within an international environment is an advantage.of initiative, judgement, responsibility and good inter-personal skills.

Other skills/competences

Capacity to analyse and structure information

Capacity to communicate technical or specialised information

Ability to work in a proactive and autonomous way

Planning capacity

Ability to work in a team.

Language(s) necessary for the performance of duties

Very good knowledge of English, both oral and written, is a prerequisite.

**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)