

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **ENV-B-1** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Emmanuelle MAIRE**  [**Emmanuelle.MAIRE@ec.europa.eu**](mailto:Emmanuelle.MAIRE@ec.europa.eu)  **+32 229-91586**  **1**  **1st quarter 2023 [[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 task of the SNE is to contribute to the development and implementation of the Circular Economy Action Plan and the EU Plastics Strategy.

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.

POLICY DEVELOPMENT

The SNE will contribute to the implementation of the EU Plastics Strategy, in particular of the Directive on Single Use Plastics and reducing the release of microplastics in the environment. He/she will prepare, oversee and monitor studies, open and internal consultations, impact assessments and other activities relevant to plastics policies as well as prepare replies to inter-service consultations and policy contributions from the Directorate General for Environment on plastics related matters. The SNE will ensure strong cooperation with other services of the European Commission in policy development.

POLICY ANALYSIS

The SNE will follow up political, economic and social situations, aspects, trends and developments in the area of circular economy and plastics. He/she will analyse and assess relevant data and information in order to develop, support, implement and monitor policymaking, European strategies, negotiations, and management and planning decisions relevant to circular economy and plastics. The SNE will prepare, run, carry out and manage studies, open and internal consultations, extended ex-ante impact assessments and interactive policymaking instruments aimed at the preparation of new EU policies and amendments. Also he/she will study results of stakeholder consultations and integrate them into EU policies as well as draft and update comprehensive analysis reports.

INTER-INSTITUTIONAL RELATIONS

The SNE will prepare and attend meetings, follow up discussions of the European Parliament and its Committees and the Council of the European Union, Coreper and relevant working parties as well as draft reports of meetings and transmit relevant documents. He/she will draft replies to oral and written questions and petitions from Members of the European Parliament and investigations from the European Ombudsman. The SNE will organize and maintain relations with a network of contacts in the European Parliament (in particular with the committees and the Secretariat General of the Parliament) and the Council of the European Union (in particular with the working parties and the Secretariat General of the Council) and other European Institutions, like the European Economic and Social Committee, the Committee of the Regions, etc.

INTERNAL COMMUNICATION

The SNE will report to, inform and brief management and units on policy developments and on the outcomes of discussions and negotiations regarding the Plastics Strategy. He/she will draft briefings, speeches and speaking notes on the specific policy domain and issues relating to this area.

EXTERNAL COMMUNICATION

The SNE will reply to requests for information from other European Institutions, Member States and the public in general, explain activities of the Director General and the unit in the assigned policy area to Member States, third parties and the public in general through presentations at conferences, seminars, workshops. He/she will disseminate and promote dialogue on best practices in the assigned policy area through publications, articles, papers, and workshops, and will communicate with third countries and international organizations in support to the leading services.

**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) : environment and its protection, economics, technical analysis and advice.

Professional experience

Job-related experience: at least 3 years.

The candidate should have experience with the development and implementation of policies in the field of Circular Economy and the EU Plastics Strategy. The candidate should have a good knowledge and professional experience of the European Union institutions.

Language(s) necessary for the performance of duties

English: C1; French: B1.

**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.B.1. 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 7 years after the secondment (2 years for not selected 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, Unit HR.B.1, [HR-B1-DPR@ec.europa.eu](mailto:HR-B1-DPR@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 security checks.

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