

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **INTPA-F-2** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Chantal Marijnissen**  [**Chantal.Marijnissen@ec.europa.eu**](mailto:Chantal.Marijnissen@ec.europa.eu)  **+32 2 29-86565**  **1**  **4th quarter 2022 [[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**

Unit F2 – environment and natural resources - is offering a seconded national expert position under the responsibility of the Head of Unit.

The European Green Deal sets the European Union ambition to lead global efforts to achieve climate neutrality, halt biodiversity loss and decouple economic growth from natural resources use. This ambition had been translated in a number of transformative policy and regulatory frameworks, including the Circular Economy Action Plant, the EU Action Plan on Sustainable Finance and its taxonomy, the Plastics strategy and the Zero Pollution Action Plan, the Biodiversity Strategy 2030, the Farm to Fork strategy: all include a strong external dimension that frames EU partnerships with third countries.

The Green Deal ambition is fully embedded in the Multi-annual Initiative Programmes that have been defined for 2021-2027, at country, regional and global level.

The mandate of INTPA unit F2 is to support developing countries in implementing the environmental dimension of the 2030 Agenda for Sustainable Development, in line with the European Consensus on Development, and the external dimension of the European Green Deal.

With this aim, INTPA F2 is in charge of three main areas of work: thematic policy development; thematic support and policy guidance to EU Delegations and our counterparts; programming and implementation. These responsibilities entail policy dialogue, capacity development and knowledge management, partnerships and joint implementation.

Unit F2 promotes the design and implementation of the external dimension of the European Green Deal. It supports the “Greening” of EU cooperation with third countries (through the integration (or mainstreaming) of environmental sustainability into development policies, plans and investments across all areas and instruments) and the design and implementation of specific actions to promote better environment and natural resources governance, the conservation and sustainable use of biodiversity and natural resources including land, water, oceans and forests and the transition to a green and circular economy.

The work on the above matters is done with support of technical assistance facilities and in close coordination with the unit in charge of sustainable energy and climate change (F1); it entails active engagement with all concerned services, including EU delegations, partner institutions and governments, member states and colleagues in headquarters.

Job description

Under the responsibility of the Head of Unit and the direct supervision of the head of sector for Environment, Mainstreaming and Circular Economy , the successful candidate will support INTPA's work in “Greening” EU international cooperation and development policies, programmes and investments, aligning them with the objectives of the European Green Deal. In particular, the policy officer will support the EU’s work on supporting the transition to resource-efficient circular economies and efforts to strengthen the environmental dimension of EU cooperation. This includes (i) the integration -or mainstreaming- of environment and green/circular economy considerations and objectives, across all financing instruments, sectors and geographic areas of EU cooperation, with a particular focus on greening EU supported investments; and (ii) policy, quality support and project management in relation with EU support to the circular/green economy. Particular focus will be paid on the new instruments (European Fund for Sustainable Development –EFSD+), including guarantees and blending operations, as well as budget support operations and public finance management.

In this context, the successful candidate will carry out the following tasks:

• Contribute to INTPA’s policy and technical work in relation with green/circular economy, green investments and environment more broadly.

• Support the development and management of INTPA’s portfolio on green/circular economy, contributing to the design and management of circular economy and environmental actions financed under the thematic and geographic programmes.

• Contribute to the realisation of the unit's missions by ensuring effective implementation of the tasks that will be assigned to her/him; this includes contributing notably to the preparation of work plans, reports, briefings, policy and technical documents, and other institutional processes.

• Provide quality support, methodological guidance and advice on green/circular economy, green investments and environment related matters to colleagues in EU Delegations and headquarters, including through the mobilization and oversight of INTPA Greening Facility and Switch to Green Facility..

• Contribute to the quality assurance process and support the design of new programmes by participating in Quality Review Meetings, Country/Regional Coordination teams and other relevant processes.

• Contribute to analytical work and the development of knowledge, tools and approaches in relation with green/circular economy, green investments and environment mainstreaming.

• Review policy documents, programming documents, action documents, implementation reports and provide suggestions and comments to enhance the environmental dimension.

• Review investment proposals under the EU Investment Plan, the EFSD+ and the EU investment facilities.

• Support the network of Environment and climate focal points in EU delegations and training and knowledge development and sharing activities to enhance the capacity of EU staff and partners.

• Conduct support missions in partner countries to provide policy and technical support in the area of green/circular economy, environment and greening development policies, programmes and investments.

• Assist upon demand colleagues in INTPA and EU Delegations in policy dialogues in relation with the European Green Deal. Support the organization of circular economy missions.

• Support INTPA’s work on international environmental governance.

• Closely coordinate with other concerned units (notably INTPA F1, INTPA E2 private sector, E3 Sustainable Finance and E4 EFSD+), DGs (ENV), EU Delegations, EU member states and partner organizations.

The Seconded National Expert will also undertake any other relevant tasks in support of the work of the unit and DG, assigned by the Head of Unit or the Team Leader.

**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, green economy and/or sustainable development.

Professional experience

At least 5 years of proven full-time professional experience in areas relevant to development cooperation, environment/natural resources and the green economy, preferably including at policy/strategic and project/programme levels.

Excellent understanding of international environment/green economy matters

Experience in the integration, or mainstreaming, of environment in policies, plans and/or projects.

Experience of development cooperation’s cycle of operations and financing instruments, preferably including innovative financing instruments.

Experience in investments, private sector development and green business would be an asset.

Excellent understanding of the reality of developing countries. Field experience in developing countries is considered an asset.

Capacity to handle complex files and work under pressure.

Team worker with a strong sense of initiative, capacity to establish constructive working relations with a diversity of colleagues and partners and ability to work in a multi-disciplinary environment.

Proven capacity to analyse, synthetize reports and draft recommendations would be an asset.

Language(s) necessary for the performance of duties

Excellent written and oral communication in English and/or French.

**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)