



VACANCY NOTICE

SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION

Post identification: (DG-DIR-UNIT)	EAC-D-1
Head of Unit: Email address: Telephone: Number of available posts: Suggested taking up duty: Suggested initial duration: Place of secondment:	Tamas Szucs (Acting Head of Unit) Tamas.szucs@ec.europa.eu + 32 2 299.22.73 1 1 st quarter 2020 ¹ 2 years ¹ ☒ 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

We propose a post for secondment to the European Commission to work within a dynamic Unit responsible for cultural policy (D1).

The work of the 'Cultural Policy' Unit is rooted in the New European Agenda for Culture, which was adopted in 2018, and endorsed by the Council. The Agenda provides strategic guidance setting out new approaches for cultural involvement and giving culture a more prominent role in the European Union. The Agenda's three main objectives are to promote:

- Social dimension: harnessing the power of culture and cultural diversity for social cohesion and well-being;
- Economic dimension - supporting culture-based creativity in education and innovation, and for jobs and growth;
- External dimension - Strengthening international cultural relations.

In line with the New Agenda, the Work Plan for Culture 2019-2022 adopted by the Council in November 2018 defines concrete actions guiding the cooperation between the MS and with the Commission. The Work Plan, hence, also forms a key strategic document guiding the work of the Unit.

Reporting to the Head of Unit and Deputy Head of Unit, and under their supervision, the job involves contributing to the implementation and further development of the strategy for European cooperation in the field of culture.

More specifically, the Unit is looking for an expert who has one or several of the profiles listed below:

1. proven experience in the development and implementation of the cultural heritage policy of his/her country,

¹ These mentions are given on an indicative basis only (Art.4 of the SNE Decision).

2. proven experience in the development of cultural policies (the role of culture for social cohesion, the contribution of cultural and creative industries to jobs and growth, culture and sustainable development, etc.) and in impact measurement (social and economic) of cultural policies.

The type of tasks will include:

- Working on all matters relating to group(s) of experts from EU Member States under the Open Method of Coordination in the field of culture, including contribution to analysis and policy documents,
- Interface with other EU policies, such as cohesion funds or research (Horizon 2020) and organisation of meetings/events with other departments of the Commission and/or stakeholders
- Preparation of briefings speeches, minutes and information notes on culture policy for the Commissioner, Director-General, Director and Head of Unit,
- Initiation and follow-up of studies and analysis.

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) : cultural policy, architecture, cultural heritage, human and social sciences.

Professional experience

Previous experience in public policy development in the field of culture/cultural heritage in at least one of the areas indicated under point 1 would be a strong asset.

We are looking for a highly motivated candidate who could rapidly be operational and who has strong written and oral communication skills. The successful candidate should possess excellent analytical and policy development skills, well-developed organisational competences and solid writing skills. Teamwork, initiative taking, proactivity and the respect of deadlines are other assets that would make you the ideal candidate.

The post offers the opportunity to work in a truly European and multicultural environment and to learn about the work of the European Union.

Language(s) necessary for the performance of duties

See eligibility criteria.

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.

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

You may contact the Data Protection Officer (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) 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.