



## VACANCY NOTICE

### SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION

<b>Post identification:</b> (DG-DIR-UNIT)	<b>EPSO-05</b>
<b>Head of Unit:</b> <b>Email address:</b> <b>Telephone:</b> <b>Number of available posts:</b> <b>Suggested taking up duty:</b> <b>Suggested initial duration:</b> <b>Place of secondment:</b>	<b>Ms Claudine CAMILLERI</b> <a href="mailto:Claudine.camilleri1@ec.europa.eu">Claudine.camilleri1@ec.europa.eu</a> <b>+32 2 29 98 790</b> <b>1</b> <b>2<sup>nd</sup> quarter 2020 <sup>1</sup></b> <b>2 years<sup>1</sup></b> <input checked="" type="checkbox"/> <b>Brussels</b> <input type="checkbox"/> <b>Luxemburg</b> <input type="checkbox"/> <b>Other: .....</b>
	<input checked="" type="checkbox"/> <b>With allowances</b> <input type="checkbox"/> <b>Cost-free</b>
<b>This vacancy notice is also open to</b>  <input type="checkbox"/> <b>the following EFTA countries :</b> <input type="checkbox"/> <b>Iceland</b> <input type="checkbox"/> <b>Liechtenstein</b> <input type="checkbox"/> <b>Norway</b> <input type="checkbox"/> <b>Switzerland</b> <input type="checkbox"/> <b>EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway)</b> <input type="checkbox"/> <b>the following third countries:</b> <input type="checkbox"/> <b>the following intergovernmental organisations:</b>	

#### 1. Nature of the tasks

The European Personnel Selection Office's mission is to organise open competitions and other selection procedures to select highly qualified staff for recruitment to all institutions of the European Union. Unit 05 plays an increasingly important role within the Office, by fulfilling responsibilities for relations with stakeholders (the EU Institutions and Member States) the planning and programming of competitions, and all aspects of communication (internal and external), including development of strategy, press relations, websites and a candidate contact service.

The unit is seeking a colleague with excellent communication skills to further develop and implement EPSO's communication and employer branding strategy and to use this as the basis for mounting a number of carefully targeted communication campaigns. The overall mission for this appointment is to attract sufficient high quality candidates to staff selection competitions for access to EU.

The person working in position will play a key and high-profile role in promoting careers with the EU institutions, and in particular developing collaborative relationships with national administrations, EU Representations and other professional and academic bodies active in this field.

In this context, the National Expert would:

- Advise and assist the Head of Unit and Director in carrying out EPSO's mission;
- Improve EPSO's communications and employer branding strategy;
- Develop partnerships with Member States, EU Representations, EPSO's careers ambassadors, and other stakeholders and partners to raise awareness of career opportunities within the EU Institutions;
- Draft communications materials for a range of audiences and channels; provide drafting and editorial advice to colleagues within the communications unit and across EPSO.

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

## 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) : communication (corporate / international / communication & media / applied communications / journalism) or public Administration / sociology / psychology / languages / change management with experience in communications.

#### Professional experience

- Professional experience in the field of communication, employer branding and marketing;
- Experience in public speaking and high level presentational skills;
- Some experience in Human Resources and in particular, the promotion of careers and job vacancies;
- Strong copywriting, proof reading and editorial skills, and a clear writing, user-centric based approach.
- A good knowledge of what Europe and the EU institutions stand for.

#### Language(s) necessary for the performance of duties

Fluent English, with a good knowledge of French being 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.