



NOTICE OF VACANCY

SECONDED NATIONAL EXPERTS TO THE EUROPEAN COMMISSION

Post identification: (DG-DIR-UNIT)	EMPL-F-1
Directorate-General: Directorate: Unit: Head of Unit: Telephone: Number of available posts: Category: Suggested taking up duty: Suggested initial duration: Place of secondment:	EMPL F F.1 Loris Di Pietrantonio +32 2 296 54 70 1 Administrator (AD) 2nd quarter 2017¹ 2 year(s)¹ <input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxembourg <input type="checkbox"/> Other:
Specificities	<input checked="" type="checkbox"/> With allowances <input type="checkbox"/> COST-FREE This vacancy notice is also open to <input type="checkbox"/> the following EFTA countries : <input type="checkbox"/> Iceland <input type="checkbox"/> Liechtenstein <input type="checkbox"/> Norway <input type="checkbox"/> Switzerland <input type="checkbox"/> EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway) <input type="checkbox"/> the following third countries: <input type="checkbox"/> the following intergovernmental organisations:

1	Nature of the tasks:
<p>EMPL unit F1 promotes the European Social Fund ("ESF"), the Youth Employment Initiative ("YEI") and the Fund for European Aid to the Most Deprived ("FEAD") as effective instruments for the delivery of a critical mass of investments in key areas in line with the Treaty provisions, the EU 2020 Strategy and its headline targets. To this end, the Unit prepares and negotiates legislation and policy for the FEAD, ESF, YEI and related areas of the ESIF, as well as ensures their adequate interpretation through guidance; ensures the effective implementation of the funds by providing fora for discussion and exchange on ESF, YEI and ESIF between geographical units and national managers; ensures the Secretariat of the ESF and FEAD Committees; supports the development of Simplified Cost Options and other simplification measures related to the ESF and ESIF; supports the development of innovative financial instruments for the ESF; develops and coordinates the ESIF contribution to institutional capacity and administrative reform.</p> <p>Unit EMPL F1 offers the possibility to contribute in a fast moving environment to key policy and regulatory developments in the area of ESI funds and specifically in establishing the new policy and legislative proposals for the new Multi-Annual Financial Framework in the areas of employment and social funds under shared management.</p>	

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

Under the supervision of a Commission official the Seconded National Expert will:

- Contribute to policy analysis, development and guidance in the field of the ESF, cohesion policy and Youth Employment Initiative (YEI)
- Ensure legal and policy coherence and consistency within ESIF and ESF.
- Provide legal assistance for the Commission in the implementation of ESF fund as well as legal analysis on the ESF and CPR regulations
- Contribute to align ESF funded programmes to the Europe 2020 Strategy and the overall objectives of the Commission, including the new MFF framework
- Contribute to the development of ESF legislation (including implementing and delegated acts) and policy at EU level, including the area of the result orientation
- Elaborate and contribute towards the definition of EU policies on the future of the ESF and of economic, social and territorial cohesion, in coordination with other units of DG EMPL, other services, Member States and stakeholders
- Contribute to the development of support and guidance (including in the form of training, guidelines, lines to take, etc.) to the geographical units and Member States on ESF and cohesion policy
- contribute to the preparation of replies managed by the ESF Q&A Mailbox
- Assist in inter-service consultations coordinating DG EMPL's views on cohesion policy and the ESF with other Commission services, including DG REGIO and other ESIF DGs
- Provide contributions to briefing requests and Parliamentary questions related to the ESF and ESIF funded programmes
- Contribute to and participate in the ESF Committee and Technical Working Group
- Correctly apply the Commission's document management rules to the documents for which the official is responsible, following the instructions of the HoU and with the help of the DMO correspondent in the unit;
- Ensure in particular the correct registration and filing of these documents

2	Main qualifications:
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a) Eligibility criteria

The following eligibility criteria are to be fulfilled by the candidate in order to be seconded to the Commission. Consequently, the candidate who does not fulfil one of them will be automatically eliminated from the selection process.

- Professional experience : at least three years' experience in administrative, legal, scientific, technical, advisory or supervisory functions which can be regarded as equivalent to those of function groups AD;
- Seniority : at least one year by your employer, that is having worked for an eligible employer (as described in Art. 1 of the SNE decision) on a permanent or contract basis for at least 12 months 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. An SNE from a non-member country must produce evidence of a thorough knowledge of one EU language necessary for the performance of his duties.

b) Selection criteria

- diploma: Relevant university degree (preferably in the field of law, economics or social sciences).

- professional experience: in either of the above mentioned areas.

- language(s) necessary for the performance of duties:
Excellent command of English, knowledge of French and/or another European language would be 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 the applications to the competent services of the Commission within the deadline fixed by the latter. **Not respecting this procedure or deadlines will automatically invalidate the application.**

Candidates are required not to add 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). This decision is available on http://ec.europa.eu/civil_service/job/sne/index_en.htm.

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.

Unless for cost-free SNEs, allowances may be granted by the Commission to SNEs fulfilling the conditions provided for in Art. 17 of the SNE decision.

During the secondment, SNEs 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 secondment may be cancelled.

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.B4. The data processing is subject to the SNE Decision as well as the Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Data is kept by the competent services for 10 years after the secondment (2 years for not selected or not seconded experts).

Data subjects may exercise their right of access to data concerning them and the right to rectify such data by applying to the controller, in accordance with Article 13 of the Regulation on the processing of personal data. The candidate may send complaints to the European Data Protection Supervisor edps@edps.europa.eu.

To the attention of candidates from third countries: your personal data can be used for necessary checks.

More information is available on http://ec.europa.eu/dgs/personnel_administration/security_en.htm.

Information on data protection for candidates to a JRC post is available on: <http://ec.europa.eu/dgs/jrc/index.cfm?id=6270>.