



NOTICE OF VACANCY

SECONDED NATIONAL EXPERTS TO THE EUROPEAN COMMISSION

Post identification: (DG-DIR-UNIT)	CNECT H4
Directorate-General: Directorate: Unit: Head of Unit: Email address: Telephone: Number of available posts: Category: Suggested taking up duty: Suggested initial duration: Place of secondment:	DG CONNECT - Directorate-General for Communications Networks, Content and Technology Directorate H. Digital Society, Trust and Cybersecurity Unit H4 'eGovernment & Trust' Mr Andrea SERVIDA andrea.servida@ec.europa.eu +32 2 29 58186 Administrator (AD) 4 quarter 2017¹ 2 year(s)¹ <input type="checkbox"/> Brussels <input checked="" 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><u>Policy, Strategy and Research Contribution</u></p> <ul style="list-style-type: none"> - Contribute to the development and implementation of the policy in the field of eGovernment, digital transformation of public sectors and trust, in particular by mobilising stakeholders, organising meetings/workshops, collecting and analysing data on experiences and good practices at national and local levels of digital transformation in public sectors. Explore new opportunities, to involve and bring together new communities also by writing papers and attending relevant events. - Contribute to the preparation of future policy initiatives at the EU level in the areas of digital transformation of public administration, digital citizenship and future governance, public sector innovation and innovation hubs, on-line authentication and trust in hyperconnected ecosystems. - Contribute to policy guidance and stakeholder engagement activities supporting the implementation and regular update of the eGovernment Action Plan, the rolling out of eIDAS Regulation and, last but not least, the implementation Unit's priorities in Horizon 2020 and the Connecting Europe Facility (CEF) programme. - Assist the Unit in the follow-up, monitoring and consolidation of the results of on-going studies, research projects and CEF pilots with objective to draft analysis and report in support to the Unit's policy and programming work.

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

- Contribute to the annual CEF Work programme development in the area of digital service infrastructures (incl. assessment of deployment results, development of strategy papers, preparation of consultation meetings, etc.).
- Follow up the political, economic and / or social situation, aspects, technological trends and / or developments in the field of digital transformation of public sector, public sector innovation and innovation hubs, eID and trust services, innovative digital technologies for co-creation and provisioning personalised citizen centred public services.
- Compile, process and / or structure data from various sources and prepare them for decision-making and public communications purposes.
- Actively support and contribute to the preparation/organisation of high level events. support the organisation and management experts groups set up to support the policy activity of the Unit.

Project management and programme implementation

- Contribute to the preparation of calls for proposals/tenders and actively inform the constituency.
- Contribute to the organization of evaluation of proposals/tenders (selection of experts, logistics).
- Assist in the monitoring of the overall performance (research, technical, dissemination, exploitation) and the strategic impact of projects and studies.

Communication: Dissemination, public relations, constituency building

- Proactively contribute to the stakeholder engagement and communication activities of the Unit in particular by animating the eGovernment4EU platform and the eIDAS Observatory, drafting blogs and news article to promote the results and activities of the Unit, organising polls and calls for ideas on issues/topics relevant to policy priorities of the unit.
- Contribute to briefings, articles and elements for interviews on eGovernment and trust.
- Assist in the organisation and the reporting of meetings with internal and external stakeholders.
- Liaise with the main domain actors in relation to policy, research and best practice priorities in the field of eGovernment, digital transformation of public sector, public sector innovation, eIDAS and online trust.
- Contribute to Commission publications, website and other promotion activities in the field of eGovernment and public sector innovation.

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 3 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 36 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: University Degree

- professional experience:
 - Experience in eGovernment Policy development and implementation
 - Knowledge of policies and/or technologies relevant for eGovernment, digital transformation of public sector and eIDAS
 - Knowledge of EU legislation and fair understanding of the EU decision making procedures
 - Knowledge on Public Sector Innovation – being able to link into and bridging several CEF Digital related topics, such as eID, electronic trust services, eIDAS Regulation cyber security, once-only principle, etc.
 - A broad understanding of eGovernment and related legislative measures, in particular eIDAS Regulation, GDPR and the recent proposals for a Single Digital Gateway Regulation.

- language(s) necessary for the performance of duties:
 - the main working language is English
 - a good command of French is welcome.
 - other languages: an advantage/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>.