



NOTICE OF VACANCY

SECONDED NATIONAL EXPERTS TO THE EUROPEAN COMMISSION

Post identification: (DG-DIR-UNIT)	European Personnel Selection Office (EPSO) – European School of Administration (EUSA)
Directorate-General: Directorate: Unit: Director: Telephone: Number of available posts: Category: Suggested taking up duty: Suggested initial duration: Place of secondment:	EPSO - European Personnel Selection Office EUROPEAN SCHOOL OF ADMINISTRATION (EUSA) David WALKER +32 2 299 93 00 1 Administrator (AD) 1 st Quarter 2017 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>The European School of Administration was set up in 2005 to provide training and development opportunities for staff of all the European institutions and the various EU agencies. It currently runs about 500 training programmes a year attended by about 7500 participants. These programmes cover a wide range of skills-based training courses as well as a series of development programmes for managers at all levels. The School also provides a number of training programmes on demand to meet the specific needs of individual departments or institutions.</p> <p>The School works in close cooperation with the training departments of the institutions in drawing up its programme of activities. It also has extensive contacts with the network of Directors of Institutes and Schools of Public Administration (DISPA) in the member states.</p> <p>Finally, it runs the Erasmus for Public Administration initiative for young civil servants in the member states who deal with EU dossiers.</p> <p>The School is seeking a person for its Design and Development team with the following responsibilities</p> <ul style="list-style-type: none"> • Contribute to formulating the School's learning and development strategy
----------	---

- **Contribute to analysing the learning and development needs of the School's customers and stakeholders**

- **Design learning activities that take account of the latest developments in this field**
- **Monitor the performance of training providers under contract to the School**
- **Act from time to time as facilitator, mentor, coach or trainer**

The School is a small organisation of 25 people with an informal working environment and a commitment to enabling its staff to balance their private and professional lives. It places considerable value on a proactive, results-oriented and customer-friendly approach.

2 Main qualifications:

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: university degree

- professional experience:

- **Experience in the field of professional (not academic) training is indispensable.**
- **Knowledge of modern forms of training delivery is a distinct asset.**
- **Excellent communication skills**
- **Flexibility, an ability to work autonomously, and creativity**
- **A proven willingness to be a good team player**
- **A good knowledge of what Europe stands for, and related to this the Institutions of the European Union.**

- language(s) necessary for the performance of duties:

Very good command of either English or French (at least level C1 according to the Council of Europe Common European Framework of Reference for Languages), with a good knowledge of the other being a distinct 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>.