



NOTICE OF VACANCY

SECONDED NATIONAL EXPERTS TO THE EUROPEAN COMMISSION

Directorate general: Directorate: Unit: Head of Unit: Telephone: Number of available post: Suggested taking up duty: Suggested initial duration: Place of secondment: Specificities:	TAXATION AND CUSTOMS UNION (TAXUD) Ressources (R) Taxation Systems and IT compliance (R4) P-H Theunissen +32 2 296 30 95 1 2 quarter 2014¹ 2+2 year(s)¹ Bruxelles None This vacancy notice is opened to all Member States' candidates
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1	Nature of the tasks: <p>The responsibilities of the END will include the following:</p> <ul style="list-style-type: none"> • day-to-day planning, management, control and reporting of the work, change and problem management, and review of project deliverables; • co-ordination with contractors, holding regular planning and progress meetings, drafting proposals for request for offer and review of contractor deliverables; • support to the drafting of project documentation, reviewing or commenting upon documentation produced by other parties (contractors, other units) and participation in internal and external meetings² of the project; • support to the project leader in his mission to bring the project to a satisfactory degree of progress for the user community within the allocated resource, timing, and organisational constraints; • contributing to the maintenance of the strategic and technical plans of the project as a whole; • provision of business and/or IT expertise in the field of taxation (Taxation policies and strategies); • provision of technical support to and cooperation with the National Administrations; • management of the interface with the Development, Support and Quality Assurance contractors for relevant IT projects; • managing the documentation (baseline, publication, structure of the Web distribution site); <p>Due to the nature of the tasks to be undertaken, the END may be required to travel² to the participating National Administrations frequently and at short notice.</p>
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2	Main qualifications: a) Eligibility criteria <p>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.</p> <ul style="list-style-type: none"> • 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 official languages and a satisfactory knowledge of another EU official 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 Community language necessary for the performance of his duties.
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¹ These mentions are provided on an indicative basis only (Art.4 of the SNE Decision).

² According to Article 6 of the SNE Decision

b) Selection criteria

- diploma: University degree + minimum 4 years' experience

- professional experience:

- Preferably the SNE should have experience in the information technology and the area of Taxation or Excise Administration.
- experience in Tax programme/project/operation management is an asset;
- experience in consultation with Tax Administrations is an asset;
- experience in IT project management, IT architecture, Service management (ITIL), Business Process Modelling is a necessity;
- practical experience in the key parts of the system specification, development, deployment and operation life-cycle;
- experience in managing sub-contractors;
- experience in quality assurance and control

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

Fluency in English (spoken, written); knowledge of French (spoken, written) is an asset together with a working knowledge of another European Union language.

3 Submission of applications and selection procedure

Candidates should send their application according to the **Europass CV format** (<http://europass.cedefop.europa.eu/fr/documents/curriculum-vitae>) **only to the Permanent Representation** 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.

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.B2. 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). If any document is inexact, incomplete or missing, the secondment may be cancelled.

Data subjects may exercise their right of access to data concerning them and the right to rectify such data

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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>

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