



NOTICE OF VACANCY

SECONDED NATIONAL EXPERTS TO THE EUROPEAN COMMISSION

Directorate general: Directorate: Unit: Head of Unit: Telephone: Number of available post: Category Suggested taking up duty: Suggested initial duration: Place of secondment: Specificities:	MOVE (Mobility and Transport) E – Aviation and International Transport Affairs 2 – Single European Sky Maurizio CASTELLETTI +32 2 299 19 15 1 Administrator (AD) First quarter 2014¹ 1 year¹ Brussels <input checked="" type="checkbox"/> None / <input type="checkbox"/> COST-FREE This vacancy notice is also open to <input type="checkbox"/> the following third countries: <input type="checkbox"/> the following intergovernmental organisations:
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1	Nature of the tasks: <p>Contribute to the conception, development, co-ordination, implementation and monitoring of the policies and related activities in the area of the Single European Sky, in particular related to the SESAR project's development and deployment processes and advise senior management, the Head of Unit and policy officers on these subjects. This concerns the implementation of the five key actions identified in the Communication of the Commission of 22 December 2012 (COM(2011) 923 final): update of the Master Plan, follow-up of the interim deployment steering process, facilitation of the industrialisation process for SESAR technologies, identifying appropriate funding and financing mechanisms for SESAR deployment, set up and monitoring of an appropriate SESAR deployment governance and ensuring the continuation of technological innovation in ATM.</p> <p>Work entails regular contacts within and outside the Commission, in particular with the SESAR Joint Undertaking, the European Aviation Safety Agency (EASA), Eurocontrol and aviation organisations and authorities also from non-EU Member States. The jobholder will be required to participate at and prepare meetings, seminars and conferences. The jobholder will also need to prepare on a regular basis briefings for the Head of Unit and senior management.</p> <p>As an SNE, the jobholder cannot represent nor engage the Commission vis-à-vis the outside world.</p>
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2	Main qualifications: <p>a) Eligibility criteria</p> <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,
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¹ These mentions are given on an indicative basis only (Art.4 of the SNE Decision).

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 Union's official languages and a satisfactory knowledge of another Union 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 Union language necessary for the performance of his duties.

b) Selection criteria

- Diploma: University degree.

- Professional experience: experience (4 years min.) in the aviation area and more particularly in the air traffic management domain and the Single European Sky. Analytical and methodical reasoning, good drafting and oral expression skills, social competence and ability to work in teams.

- Language(s) necessary for the performance of duties: English at least.

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.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).

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>.