



NOTICE OF VACANCY

SECONDED NATIONAL EXPERTS TO THE EUROPEAN COMMISSION

Directorate general: Directorate: Unit: Head of Unit ff.: Telephone: Number of available post: Category Suggested taking up duty: Suggested initial duration: Place of secondment: Specificities:	SANCO Health and Consumers B Consumer Affairs B4 Financial Services and Redress Anna Passera +32 2 299 95619 1 Administrator (AD) 1 quarter 2014¹ 2 year(s)¹ Bruxelles None This vacancy notice is open to: <input checked="" type="checkbox"/> European Union Member States' candidates only <input type="checkbox"/> the following third countries: <input type="checkbox"/> the following intergovernmental organisations:
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1	Nature of the tasks: <p>The work of the Unit can be summarised in three pillars.</p> <p>The first pillar concerns consumer redress as defined in the Directive on Alternative Dispute Resolution (ADR), the Regulation on Online Dispute Resolution (ODR), the Injunctions Directive and the Communication and Recommendation on Collective Redress. The second pillar concerns policy making in the area of financial services such as the Consumer Credit Directive and the proposal for a Directive on Payment accounts. The Third pillar deals with the integration of consumer policy considerations into the work of other financial services initiatives such as mortgage credit, investment products and work in the third pillar retirement products area.</p> <p>Under the consumer redress pillar, the Unit is responsible for the implementation of the ADR Directive and ODR Regulation. This work includes the issuing of guidelines, implementing and delegated acts and the development of the European ODR platform, which will allow consumers all over Europe to submit complaints online to an ADR entity.</p>
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¹ These mentions are provided on an indicative basis only (Art.4 of the SNE Decision).

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, 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. <p>b) Selection criteria</p> <p>The Unit is looking for a seconded national expert. While the exact tasks will be determined on the basis of the qualifications of the successful candidate, it is likely that the successful candidate will become part of the legal and technical team working on the development of the ODR platform.</p> <p>The successful candidate should have a legal background and a professional experience with policy making in the area of national / European consumer protection. Knowledge and/or professional experience in the specific area of redress, possibly even with ADR and ODR, would be a strong asset.</p> <p>The Unit takes pride in its positive and good working environment while having to deliver high quality work within very strict deadlines.</p> <p>- language(s) necessary for the performance of duties: The successful candidate should be fluent in English both in writing and orally. Having a basic knowledge of French would be an asset.</p>
3	Submission of applications and selection procedure <p>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.</p> <p>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.</p>
4	Conditions of the secondment <p>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</p>

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 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>