



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:	DG EAC C C.1 "Higher Education: Modernisation Agenda; Erasmus" Adam TYSON +32 2 29 66056 1 Administrator (AD) 1st quarter 2014¹ 2 years¹ Brussels None This vacancy notice is open to ■ European Union Member States' candidates only
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1	Nature of the tasks: <p>The post entails the provision of knowledge and expertise to the European Commission regarding the development of education policies. The main responsibilities are to:</p> <ul style="list-style-type: none"> • Monitor developments in education policy and practice in the framework of Europe 2020 and the Open Method of Coordination for Education and Training 2020, in particular in the area of academic and professional higher education • Take forward studies and projects financed under the Erasmus+ Programme, in view of their potential policy impacts in the Member States • Contribute to the development of education policies, including on issues of academic recognition, advancing the proposed European Area of Skills and Qualifications linked to the EU Modernisation Agenda for Higher Education and the European Higher Education Area; • Contribute to the preparation and implementation of new policy proposals across all areas of academic and professional higher education • Draft policy reports, briefings, speeches, replies to Parliamentary questions and queries from citizens, presentation to visitor groups • Contribute to the organisation of meetings, working groups, seminars and conferences.
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2	Main qualifications: <p>a) Eligibility criteria</p>
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¹ These mentions are provided on an indicative basis only (Art.4 of the SNE Decision).

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 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.

b) Selection criteria

- diploma: **Higher Education of at least Bachelor level, preferably in the social sciences.**

- professional experience: **At least 5 years**

- language(s) necessary for the performance of duties: **As DG EAC works mainly in English and French, an excellent knowledge, written as well as oral, of English is essential. Competency in French would be an advantage.**

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 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>