



## VACANCY NOTICE

### SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION

<b>Post identification:</b> (DG-DIR-UNIT)	<b>REFORM-B-2</b>
<b>Head of Unit:</b> <b>Email address:</b> <b>Telephone:</b> <b>Number of available posts:</b> <b>Suggested taking up duty:</b> <b>Suggested initial duration:</b> <b>Place of secondment:</b>	<b>Daniele DOTTO</b> <a href="mailto:Daniele.dotto@ec.europa.eu">Daniele.dotto@ec.europa.eu</a> + 32 2 296 27 01 1 3 <sup>rd</sup> quarter 2021 <sup>1</sup> 1 year <sup>1</sup> <input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxemburg <input type="checkbox"/> Other: .....
	<input checked="" type="checkbox"/> With allowances <input type="checkbox"/> Cost-free
<b>This vacancy notice is also open to</b> <input type="checkbox"/> <b>the following EFTA countries :</b> <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"/> <b>the following third countries:</b> <input type="checkbox"/> <b>the following intergovernmental organisations:</b>	

#### 1. Nature of the tasks

Directorate General for Structural Reform Support (DG REFORM) is under the coordination of Commissioner Ferreira. The mission of DG REFORM is to provide and coordinate technical support to Member States for the preparation and implementation of structural reforms - in particular in the context of economic governance process - as well as for the efficient and effective use of the European Union funds. The support is open to all Member States, upon request.

DG REFORM currently provides support to 27 Member States. It has approximately 200 members of staff based in Brussels, Athens, Nicosia, Zagreb and Bucharest. It is composed of a management team, a horizontal policies unit and two Directorates. Directorate A is composed of 3 units responsible for budget and finance; planning, evaluation and coordination of support; and Cyprus settlement support. Directorate B is composed of 5 units responsible for revenue administration and public financial management; governance and public administration; sustainable growth and business environment; labour market, education, health and social services; and financial sector and access to finance. DG REFORM has a strong coordination role across the Commission, as well as frequent contacts with Member States and other stakeholders.

DG REFORM manages the Structural Reform Support Programme (SRSP), and the TSI (Technical Support Instrument), which is an integral part of the Recovery Plan and which will help Member States to prepare for the use of the different funds. Both SRSP and TSI have a dedicated budget and a legal framework for the provision of technical support to Member States. DG REFORM also manages the Aid Programme for the Turkish Cypriot community.

The post is in **Unit REFORM B2 (Governance and public administration)** and will be Brussels based with wider geographical responsibility. The unit is responsible for technical support projects in the fields of governance and better policy making at the state level, human-resources reforms, efficiency of the public administration and service delivery, transparency, anti-corruption and anti-fraud, judicial systems and public

<sup>1</sup> These mentions are given on an indicative basis only (Art.4 of the SNE Decision).

procurement reforms as well as digital public administration. The unit is also responsible for the development and management of the "Competence Centre" which ensures the coordination of European Commission activities and policy in the area public administration reforms. The Unit is composed of 19 staff members, based in Brussels (16) and Athens (3).

The seconded expert will provide support in the area of the public administration reform to administrations in EU Member States and will be responsible for the following tasks:

- Assist in the formulation, design and preparation of technical support projects in the field of public administration and governance with a focus on the judicial reform in EU Member States. Furthermore, the policy officer will oversee the implementation of projects. S/he should promote and underpin the quality and sustainability of key structural reforms. This will involve close cooperation with Member States, other Commission services and technical support providers (Member States, international organisations, public agencies and private experts);
- Follow up and solve issues related to the implementation of technical support; this includes identification of reform bottlenecks and suggestion of means to overcome them through the provision of technical support, in coordination with relevant Commission services and the individual Member States requesting technical support in the field of public financial management;
- Contribute to the evaluation of technical support projects, in association with the horizontal unit within DG REFORM;
- Participate in missions related to the technical support in the field of public administration reform;
- Disseminate best practices for the implementation of structural reforms by intermediating support and sharing experience;
- Assist in identifying reform needs and in formulating suggested means of overcoming them through the provision of technical support, in coordination with relevant Commission services and the individual Member State requesting technical support. This will involve working with requesting Member States on identifying issues/impediments/problems in their current public administration reform and in developing policy recommendations to improve said framework on the basis of best European and international practice; and
- Support the development of policy making and country knowledge in public administration at EU level.

In light of these tasks, the post will require frequent travelling to Member States, both for coordination/provision/monitoring of technical support in beneficiary countries and to strengthen links with possible technical support providers in Member States. It may also involve participation in missions undertaken with the IMF, the OECD or the World Bank.

## **2. Main qualifications**

### **a) Eligibility criteria**

The following eligibility criteria must be fulfilled by the candidate in order to be seconded to the Commission. Consequently, the candidate who does not fulfil all of these criteria will be automatically eliminated from the selection process.

- Professional experience: at least three years of professional experience in administrative, legal, scientific, technical, advisory or supervisory functions which are equivalent to those of function group AD;
- Seniority: candidates must have at least one year seniority with their employer, that means having worked for an eligible employer as described in Art. 1 of the SNE decision on a permanent or contract basis for at least one year 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. SNE from a third 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 or
- professional training or professional experience of an equivalent level

in the field(s) : economics, accounting, public administration/public law, audit, political sciences.

### Professional experience

The expert should demonstrate a proven capacity to shoulder a high level of responsibility and should possess in-depth knowledge in a range of topics in the area of the field of public administration reform, including HR management, better governance, reorganization of services. At least 6 years of experience in the field of public administration reform, covering areas such as human resources, reorganisation of services, central-local cooperation, governance, centre of government, digital public administration, organisation and working methods (including e-gov, interministerial coordination, law making process).

Prior experience as a technical support provider, in particular through working in collaboration with international organisations, would be a strong plus for a candidate. The expert should also demonstrate sharp analytical skills and demonstrable ability to quickly learn and become operational in new topics. Excellent drafting and presentational skills in English are required. The ability to advance work quickly with sound judgement and to network effectively with colleagues - both internal and external - is essential. Prior experience as a manager of technical support projects would be advantageous.

### Language(s) necessary for the performance of duties

The seconded national expert will work mostly in English. Excellent drafting and presentation skills in English are essential.

## **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 it to the competent services of the Commission within the deadline fixed by the latter. The CV must mention the date of birth and the nationality of the candidate. **Not respecting this procedure or deadlines will automatically invalidate the application.**

Candidates are asked not to add any 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).

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 system.

Unless for cost-free SNE, allowances may be granted by the Commission to SNE fulfilling the conditions provided for in Art. 17 of the SNE decision.

During the secondment, SNE 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 application may be cancelled.

Staff posted in a **European Union Delegation** are required to have a security clearance (up to SECRET UE/EU SECRET level according to Commission Decision (EU, Euratom) 2015/444 of 13 March 2015, OJ L 72, 17.03.2015, p. 53).

The selected candidate has the obligation to launch the vetting procedure before getting the secondment confirmation.

## 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.DDG.B4. The data processing is subject to the SNE Decision as well as the Regulation (EU) 2018/1725.

Data is kept by the competent services for 10 years after the secondment (2 years for not selected or not seconded experts).

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given below.

### **Contact information**

#### **- The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, HR.DDG.B.4, [HR-MAIL-B4@ec.europa.eu](mailto:HR-MAIL-B4@ec.europa.eu).

#### **- The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

#### **- The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

To the attention of candidates from third countries: your personal data can be used for necessary checks.