



NOTICE OF VACANCY

SECONDED NATIONAL EXPERTS TO THE EUROPEAN COMMISSION

Post identification: (DG-DIR-UNIT)	EAC.A.4
Directorate-General: Directorate: Unit: Head of Unit: Email address: Telephone: Number of available posts: Category: Suggested taking up duty: Suggested initial duration: Place of secondment:	DG Education, Youth, Sport and Culture A - Policy Strategy and Evaluation A4 - Evidence-Based Policy and Evaluation Jan Pakulski Jan.PAKULSKI@ec.europa.eu 02.2953699 1 Administrator (AD) 1 quarter 2019¹ 2 year(s)¹ <input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxembourg <input type="checkbox"/> Other:
Specificities	<input checked="" type="checkbox"/> With allowances <input type="checkbox"/> COST-FREE This vacancy notice is also open to <input type="checkbox"/> the following EFTA countries : <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"/> the following third countries: <input type="checkbox"/> the following intergovernmental organisations:

1	Nature of the tasks:
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Unit EAC/A4 is looking for a highly motivated and dynamic Secoded National Expert to mainly work on the monitoring of Member States' education systems in the areas of basic and adults' skills within the strategic frameworks of Europe 2020 and Education and Training (ET) 2020 or their successor programmes.

The tasks encompass contributing to the Commission's annual 'Education and Training Monitor', coordinating and carrying out analysis from large international surveys in education, improving existing and developing new indicators, contributing to Commission briefings and policy papers, responding to question from the EP, contributing to drafting study proposals and calls for tender, managing expert groups and external contracts. The tasks require close cooperation with sectoral and horizontal policy units within DG EAC, and if needed with other Commission services such as EUROSTAT, DG EMPL, SEC GEN, DG RTD, JRC or ERCEA. They also require cooperation with external institutions such as, for example, OECD, Cedefop, IEA.

The SNE will work under the supervision of an administrator. Without prejudice to the principle of loyal cooperation between the national/regional and European administrations, the SNE will not work on individual cases with implications with files he/she would have had to deal with in his/her national administration in the two years preceding its entry into the Commission, or directly adjacent cases.

In no case he/she shall represent the Commission in order to make commitments, financial or otherwise, or to negotiate on behalf of the Commission.

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

2	<p>Main qualifications:</p> <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 languages and a satisfactory knowledge of another EU 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 EU language necessary for the performance of his duties. <p>b) Selection criteria</p> <p>Diploma: The applicant should hold a Master's or equivalent degree in Economics, Statistics, Social Sciences or Political Sciences or related fields of study.</p> <p>Professional experience: The job requires good knowledge in descriptive statistics as well as good communication, drafting and analytical skills. The ability to work in a team and in a multicultural environment is essential.</p> <p>Knowledge of the large scale assessments in general would be an advantage, as would be experience with European and other international sources of education and training statistics.</p> <p>Language(s) necessary for the performance of duties:</p> <p>Thorough knowledge of one of the official languages of the European Union is required. The majority of the work will be carried out in English, so advanced writing and speaking skills in English are essential. Knowledge of French and/or German is not required but would be an asset.</p>
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3	<p>Submission of applications and selection procedure</p> <p>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.</p>
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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 training (SNE Decision). This decision is available on http://ec.europa.eu/civil_service/job/sne/index_en.htm.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>If any document is inexact, incomplete or missing, the secondment may be cancelled.</p>	

5	Processing of personal data
<p>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.B4. 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.</p> <p>Data is kept by the competent services for 10 years after the secondment (2 years for not selected or not seconded experts).</p> <p>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.</p> <p>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.</p> <p>Information on data protection for candidates to a JRC post is available on: http://ec.europa.eu/dgs/jrc/index.cfm?id=6270.</p>	