

**VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT**

DG – Directorate – Unit	REFORM- B –2
Post number in sysper:	457940
Contact person:	Kjartan Bjornsson
Provisional starting date:	4th quarter 2024
Initial duration:	1 years
Place of secondment:	<input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxemburg <input type="checkbox"/> Other: Click or tap here to enter text.
Type of secondment	<input checked="" type="radio"/> With allowances <input type="radio"/> Cost-free
This vacancy notice is open to: <input checked="" type="radio"/> EU Member States as well as <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"/> The following third countries: <input checked="" type="checkbox"/> The following intergovernmental organisations: OECD <input type="radio"/> EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway)	
Deadline for applications	<input checked="" type="radio"/> 2 months <input type="radio"/> 1 month Latest application date: Click or tap to enter a date.

Entity Presentation (We are)

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 4 units responsible for budget and finance; planning, evaluation and coordination of support; Cyprus settlement support and Communication and Performance Management. 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 manages the Technical Support Instrument (TSI). The TSI is the European Commission's key tool for supporting Member States in designing and implementing growth-enhancing and inclusive reforms, which can also offer support to Member States for the preparation and implementation of their Recovery and Resilience Plan. The TSI has 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 vacancy is in the Governance & Public Administration Unit (REFORM.B2). The role of the Unit is to provide and coordinate technical support in the areas of central and local administration, e-government, judicial system and anti-corruption, efficient use of the European structural and investment funds issues. The Unit also steers and coordinates the activities of the Commission in the policy area of public administration and governance.

Job Presentation (We propose)

Seconding a national expert to DG REFORM's public administration and governance unit.

Why?

It is good for your ministry, it is good for your country, it is good for Europe.

At first sight, a secondment looks like a cost. But **it is an investment**. It is an investment in your **capacity to design and implement reforms**.

The need for reforms is bigger than ever. Responding to the complexities of our perma-crisis world asks from public administrations to be agile, responsive, and resilient with ever less resources.

Seconding one of your experts to DG REFORM will enable him/her:

- To **understand reform trends** in Europe.
- To **identify reform opportunities** and **design and deliver high quality reform projects**.
- To participate in the implementation of key actions under the Skills Pillar.
- To contribute to shaping the future EU support to the Member States.
- To help build relations with Member States and International Organisations
- Be part of a **network of European reform practitioners** and be exposed to a **wide experience pool of practices**.

The experience that this expert will gain from the work with us will contribute to giving **your ministry** and **your country** a wider understanding of the EU context, greater ability to manage reforms at home and specific knowledge on how to identify and mobilise the right EU support. What we will gain is a better understanding of the national perspectives when we steer the ComPAct implementation.

Joining the European network of practitioners will enrich your sector and reform knowledge as well as bring valuable international experience.

We are proposing Seconded National Expert post in charge of both the design, implementation and monitoring of the Commission's policy in the area of public administrative reform and the design, implementation and monitoring of technical support projects in this policy area. The successful candidate will, in close cooperation with the management of the Unit help implement the [ComPAct](#) Implementation Plan and thereby contribute to enhancing the European Administrative Space. The work will cover all three pillars of ComPAct, with focus on the skills pillar especially linked to civil service exchange, training cooperation and promotion of human resources management tools. An emphasis will be on helping consolidate the knowledge from support measures, improve the overall communication for public administration and governance, and build relations with stakeholders in Member States and International Organisations. This will help disseminate our efforts on the projects and initiatives which bring concrete impact on the ground.

The candidate will provide analysis on developments in the fields of the Unit, in particular on Public Administration and Governance. The candidate will work under the supervision of an administrator. Without prejudice to the principle of loyal cooperation between the national/regional and European administrations, the seconded national expert 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. He/she will support the effective design, implementation, and monitoring of reforms in the area of public administration and governance.

The candidate will draft, coordinate and review the briefings and other communication activities of the unit.

The vacancy is initially for one year with possibility of extension based on mutual agreement. The maximum duration of the secondment is four years.

Jobholder Profile (We look for)

We are looking for a highly motivated, proactive and experienced candidate.

We are looking for a seconded national expert with a strong background and proven experience in policymaking and project management. The successful candidate should also possess robust analytical skills, good communication skills, excellent drafting skills in English and good policy judgment. Experience in administrative reforms and EU policy in the area of public administration would be considered a strong advantage. Knowledge of public administration in the EU is an advantage.

The candidate should have the capacity to organise and deliver a quality work in a timely manner for the unit and have the capacity to deal with complex technical support issues and projects.

The ideal candidate is a committed and enthusiastic colleague with a good sense of responsibility and initiative, service minded, able to prioritise work and ready to work in a challenging environment.

Languages:

The ability to draft and to communicate effectively in English is essential. Knowledge of other Member States' languages would be advantageous.

Eligibility criteria

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).

Under the terms of the SNE Decision, you need to comply with the following eligibility criteria at **the starting date** of the secondment:

- **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:** having worked for at least one full year (12 months) with your current employer on a permanent or contract basis.
- **Employer:** must be a national, regional or local administration or an intergovernmental public organisation (IGO); exceptionally and following a specific derogation, the Commission may accept applications where your employer is a public sector body (e.g., an agency or regulatory institute), university or independent research institute.
- **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. If you come from a third country, you must produce evidence of a thorough knowledge of the EU language necessary for the performance of his duties.

Conditions of secondment

During the full duration of your secondment, you must remain employed and remunerated by your employer and covered by your (national) social security system.

You shall exercise your duties within the Commission under the conditions as set out by aforementioned SNE Decision and be subject to the rules on confidentiality, loyalty and absence of conflict of interest as defined therein.

In case the position is published with allowances, these can only be granted when you fulfil the conditions provided for in Article 17 of the SNE decision.

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](#)). It is up to you to launch the vetting procedure before getting the secondment confirmation.

Submission of applications and selection procedure

If you are interested, please follow the instructions given by your employer on how to apply.

The European Commission **only accepts applications which have been submitted through the Permanent Representation / Diplomatic Mission to the EU of your country, the EFTA Secretariat or through the channel(s) it has specifically agreed to**. Applications received directly from you or your employer will not be taken into consideration.

You should draft your CV in English, French or German using the **Europass CV format** ([Create your Europass CV | Europass](#)). It must mention your nationality.

Please do not 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.

Processing of personal data

The Commission will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council ⁽¹⁾. This applies in particular to the confidentiality and security of such data. Before applying, please read the attached privacy statement.

⁽¹⁾ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39)