



VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

DG – Directorate – Unit	DG EMPL B/2
Post number in sysper:	355599
Contact person:	Ann Branch (ann.branch@ec.europa.eu)
Provisional starting date:	2nd quarter 2024
Initial duration:	2 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 type="checkbox"/> The following intergovernmental organisations: ...	
<input type="radio"/> EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, ...)	
Deadline for applications	<input type="radio"/> 2 months <input checked="" type="radio"/> 1 month

Entity Presentation (We are)

EMPL. B.2. "Skills Agenda" works to help adults across Europe upgrade their skills and to make people's skills and qualifications more easily understood across borders, supporting people's employment transitions, up- and reskilling, and mobility for employment or training. We co-ordinate the European Skills Agenda, working across the Commission to make sure its 12 flagship actions deliver on the ground.

We lead on EU cooperation on adult skills, including the 'Pact for Skills' to engage stakeholder commitments to opening up learning opportunities for adults, and policies which empower adults to learn, including the Council Recommendation on Individual Learning Accounts, the implementation of Upskilling Pathways, and EU validation and guidance policies.

We work to make people's skills and qualifications more easily understood across borders. We manage the European Qualifications Framework (EQF) that helps people know what level a qualification in one European country is equivalent to in another, and the Skills Profile Tool for Third Country Nationals to help migrants and refugees get better recognition for their skills and take the next step for integration.

The Unit also co-ordinates the European Year of Skills 2023-2024.

Job Presentation (We propose)

This post offers a unique opportunity to contribute to EU policy developments and processes, by working closely with Member States and a wide range of national, European and international stakeholders.

The selected colleague is expected to provide support to the Unit on adult skills policies and instruments and more specifically to:

1. Contribute to implementation and further development of the Pact for Skills (action 1 of the European Skills Agenda).
2. Contribute to EU policy development and coordination in the field of adult skills. In particular, support implementation of the European Skills Agenda.

The selected colleague will undertake **policy work** in the area of adult skills, including for example:

- following up the implementation and contributing to the further development of the Pact for Skills (e.g. coordination with other DGs and stakeholders, follow-up of a number of large scale and regional partnerships, steering and monitoring the work of the contractor implementing the Pact for Skills support services)
- contributing to the development of policy priorities in the area of adult skills
- analysing relevant research and making use of it in policy work
- exploiting results of EU funded projects or successful national initiatives
- engaging in the steer and monitoring the work of third parties (such as contractors), and
- liaising with ESF units in the Directorate-General, and stakeholder groups

The successful candidate will contribute with her/his knowledge, skills and expertise to the **implementation of the Unit's work programme** in cooperation with colleagues. This will include tasks such as:

- providing inputs to briefings and speeches
- drafting reports and notes
- contributing to meetings
- cooperating with other units and services of the Commission or other EU bodies

Jobholder Profile (We look for)

We are looking for a highly motivated colleague with experience on skills policies at European level and/or at national level and the challenges and opportunities linked to the overall economic and social trends (technological developments, digitalisation, demography, migration, etc.). The selected candidate should preferably have a background in economics, while experience at the national and/or European level in the field of adult skills policies and /or labour market functioning would be an asset.

The applicants should have proven experience and competences in identifying and synthesising policy-relevant research findings, in addition to excellent policy analysis, drafting and ICT skills.

The selected candidate should have proven experience of successfully dealing with a wide range of stakeholders and ideally a proven ability to work in multilingual and multicultural teams. The successful candidate is proactive and positive, has excellent organisational skills even within tight deadlines and a hands-on attitude, very good communication and presentation skills (both orally and in writing) in English. Ability to use French and other EU-languages will be an asset.

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)