

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

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| DG – Directorate – Unit | EMPL-B-3 Vocational Education and Training, CEDEFOP |
| Post number in sysper: | 215121 |
| Contact person: | Chiara RIONDINO (chiara.riondino@ec.europa.eu) |
| Provisional starting date: | 4th 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 checked="" type="radio"/> 2 months <input type="radio"/> 1 month |

Entity Presentation (We are)

EMPL B.3 – Vocational Education and Training – CEDEFOP, in DG Employment, Social Affairs and Inclusion (EMPL) works to develop vocational education and training (VET) policies and tools that help people acquire the skills they need to play an active role in society and in the labour market, make full use of digital technologies and contribute to a sustainable economy.

To meet these goals, we work on improving the effectiveness, quality and attractiveness of VET, promote the development of centres of vocational excellence across Europe and stimulate the offer and take-up of quality and effective apprenticeships. We work on skills intelligence and skills for the digital and green transitions.

We manage the relations with the European Centre for the Development of Vocational Training (Cedefop) and we cooperate with the European Training Foundation (ETF) and international organisations (e.g. OECD, ILO, UNESCO, World Bank, WorldSkills) on VET issues to support evidence-based policy making and sharing of best practices. We provide strategic orientation and ensure efficient and effective management, monitoring and evaluation of Erasmus+ (E+) funding for vocational education and training and ensure cooperation with other EU financial instruments, in particular the ESF+.

Job Presentation (We propose)

The selected colleague is expected to contribute to driving forward the overall work of the unit on vocational education and training policy, and more specifically:

1. Develop and implement new initiatives related to data-driven and evidence-based VET/skills policies, which might include areas of skills analysis, graduate tracking and use of big data/large language models/AI for design and provision of VET;
2. Contribute to the overall work of the unit related to better recognition, transparency of VET skills and qualifications, better labour market matching and reducing skills gaps/shortages, as well as attractiveness, mobility and internationalisation of VET.

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.

Relating to this area of competence s/he will:

- Draft policy papers, including possible new Commission initiatives in the field of VET
- Monitor policy-making and provide information and policy analysis
- Prepare briefings, speeches, replies to Parliamentary Questions and inter-service consultations on skills and qualifications policy
- Cooperate closely with other Commission Services or agencies, such as DG EAC, GROW, CNECT, EACEA, CEDEFOP
- Establish and maintain regular contacts with stakeholders, other institutions and/or organisations, and facilitate the exchange of information among Member States in the assigned policy area, including planning of events

Jobholder Profile (We look for)

Applicants should have experience in policy development and analytical tasks linked to skills, education and training or labour market policies. Experience with digital technologies in learning, big data, large language models / artificial intelligence would be an asset.

Furthermore applicants should prove:

- Excellent policy analysis skills
- Excellent drafting skills
- Excellent communication skills, both oral and written
- Ability to work in an autonomous way, as well as in a team, and a strong sense of initiative
- Strong organisational skills and the capacity to deliver high quality output even within tight and shifting deadlines

having a pro-active and pragmatic attitude towards problem resolution

The working language of the unit is mainly English (especially for drafting). Therefore a strong knowledge of the English language is required (at least C1), as well as knowledge of one of the other languages of the European Union.

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)