



NOTICE OF VACANCY

SECONDED NATIONAL EXPERTS TO THE EUROPEAN COMMISSION

Post identification: (DG-DIR-UNIT)	EAC-D-2
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:	Education, Youth, Sport and Culture D - Culture and Creativity D.2- Creative Europe Barbara Gessler barbara.gessler@ec.europa.eu +32 2 29 56738 1 Administrator (AD) 1st quarter 2018¹ 2 year(s)¹ <input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxembourg <input type="checkbox"/> Other:
Specificities	<input type="checkbox"/> With allowances <input checked="" 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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We propose a post for secondment to the European Commission to work within a Unit responsible for the implementation of the Creative Europe programme.

The work of the unit is rooted in the legal base of the creative Europe Programme adopted in 2013 and implemented since 2014. The Unit is responsible for the overall coordination of the Programme and of its cross-sectorial strand, and for the everyday implementation of one of its parts, the Culture Sub-programme. The funding provided by the sub-programme goes to cross-border cooperation projects, multi-national networks and large sectorial platforms. It also finances the European Capitals of Culture scheme, several EU prizes and the European Heritage Label. The unit is also heavily involved in the planning and implementation of the European Year for Cultural Heritage 2018.

Reporting directly to the Head of Unit and under his supervision, the job involves implementing the political priorities of the programme, working with non-EU countries participating in the programme and taking part in the planning and evaluation activities linked to the programme implementation.

More specifically, the unit is looking for an expert who has one of the profiles listed below:

1. Proven experience in managing projects in the field of culture, with deep knowledge of one or several

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

culture sectors but in particular in the area of cultural heritage.

2. Proven experience in culture economics, including the capacity building of the Culture and Creative Industries and the evaluation of new business models in the field of culture, as well as understanding for the notion of audience development.

The tasks will include:

- Following the projects funded by Creative Europe under the angle of capacity building/audience development. Selecting best practices. Working closely with the Executive Agency.
- Within the team responsible for the European Year of Cultural Heritage 2018, following up and implementing relevant initiatives as well as, in cooperation with colleagues, the European Heritage Label and European Heritage Days.
- Taking part in the conception of the new generation of EU prizes, in the mid-term evaluation of the Creative Europe programme and in the initial preparation of the post-2020 period.
- Preparation of briefings and notes, preparation of terms of reference for contracts.
- Organisation of meetings and events inside and outside the Commission.

2	Main qualifications:
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a) Eligibility criteria

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.

- 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 official languages and a satisfactory knowledge of another EU official 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 Community language necessary for the performance of his duties.

b) Selection criteria

- diploma: university degree
- professional experience: Previous experience in the culture field as described under point 1 is important, as well as good drafting and oral communication skills. We are looking for a motivated colleague willing to contribute to the development of the culture dimension of European integration. Good overall knowledge of the EU action is required, as well as well developed organisational competencies, sense of teamwork and result-oriented approach to work
- language(s) necessary for the performance of duties: A very good ability to write and speak with ease in English and/or in French (working languages) is essential. Good knowledge of other EU languages is an asset.

3	Submission of applications and selection procedure
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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.

4	Conditions of the secondment
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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.

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.

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.

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.

If any document is inexact, incomplete or missing, the secondment may be cancelled.

5	Processing of personal data
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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.

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

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.

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.

Information on data protection for candidates to a JRC post is available on: <http://ec.europa.eu/dgs/jrc/index.cfm?id=6270>.