



NOTICE OF VACANCY

SECONDED NATIONAL EXPERTS TO THE EUROPEAN COMMISSION

Post identification: (DG-DIR-UNIT)	DG DEVCO.04 – Evaluation
Directorate-General: Directorate: Unit: Head of Unit: Email address: Telephone:	DG International Cooperation and Development Task Force Knowledge, Performance and Results Unit 04 - Evaluation Michal Krejza michal.krejza@ec.europa.eu +32 2 29 87423
Number of available posts: Category: Suggested taking up duty: Suggested initial duration: Place of secondment:	1 Administrator (AD) 4th quarter 2017¹ 2 years¹ X 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: <p>The END will be part of the DG DEVCO unit which is directly in charge of managing the DG's strategic evaluations. These are typically large geographic or thematic evaluations covering the EU's policies and programmes for a given country, region or policy area over a number of years. In addition, the unit provides methodological support to EU Delegations that carry out evaluations of projects and programmes.</p> <p>He/she will be responsible for organising and managing several strategic evaluations per year, including the preparation of terms of reference, the establishment of steering groups and the supervision of the execution of each phase of the evaluation. Once an evaluation is completed, he/she will ensure its follow-up, including the organisation of dissemination activities for stakeholders and the general public and the promotion of feedback into the legislative, budgetary and strategic programming processes in DG DEVCO.</p>
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¹ These mentions are given on an indicative basis only (Art.4 of the SNE Decision).

In function of his/her profile and experience, he/she will also:

- Provide advice for the development of evaluation methodologies, procedures, tools and practices;
- Provide advice and training on evaluation procedures, methodologies and techniques and organise knowledge-sharing activities;
- Provide advice to EU Delegations relating to evaluations of projects and programmes, both directly and through the Evaluation Support Service;
- Participate in activities with other donors (joint evaluations, methodological discussions etc.);
- Contribute to reinforcing the evaluation culture in DG DEVCO and the EEAS.

2 Main qualifications:

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 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.

b) Selection criteria

- Diploma:

University degree, ideally with a link to international development and/or evaluations.

- Professional experience:

Five years of experience in evaluation and/or external cooperation policy and programmes is considered essential. Candidates must also have solid drafting skills.

- Language(s) necessary for the performance of duties:

Excellent knowledge of English is essential. Good knowledge of French is desirable. Knowledge of Spanish would be an advantage.

3 Submission of applications and selection procedure

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

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

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>.