



NOTICE OF VACANCY

SECONDED NATIONAL EXPERTS TO THE EUROPEAN COMMISSION

Post identification: (DG-DIR-UNIT)	HOME-B-3
Directorate-General: Directorate: Unit: Head of Unit: Email address: Telephone:	HOME – Migration and Home Affairs B – Migration, Mobility and Innovation B3 – Information Systems for Borders and Security Rob ROZENBURG Robertus.Rozenburg@ec.europa.eu +32 2 2961831
Number of available posts: Category: Suggested taking up duty: Suggested initial duration: Place of secondment:	1 Administrator (AD) 1st quarter 2018¹ 1 year¹ <input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxembourg <input type="checkbox"/> Other:
Specificities	<input checked="" type="checkbox"/> With allowances <input 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>DG HOME is looking for an experienced ‘Policy Officer Schengen Information System and SIRENE cooperation’ preferably with an operational background in police cooperation or border management. The jobholder will work on a broad spectrum of tasks under the supervision of an official. Depending on the profile and skills set of the selected candidate these could include:</p> <ul style="list-style-type: none"> • Preparation, organisation and management of the SISVIS Committee in six-week intervals; • Preparation of the implementation of the new SIS legislation; • Monitoring of the implementation of the SIS II legal instruments in Member States; • Preparation, organisation, participation and follow-up of 6-7 SIS/SIRENE Schengen evaluations per year; • Technical monitoring of the implementation of CS-SIS by eu-LISA; • Contribution to briefings, EP questions, strategic or analytical documents; • Organisation of and participation in seminars, webinars and conferences on SIS related matters; • Liaison with Interpol on SLTD and iArms; 	

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

- **Membership in the Firearm Task Force;**
- **Advising on the use of SIS and the other police cooperation channels from an end-user point of view;**
- **Strategic and analytical work on the implementation of the SIS AFIS.**

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:

Academic background in the field of information systems, security, law or finance or proven equivalent professional experience.

- professional experience:

At least three years' experience in the field of management in administrative, legal, scientific, technical, advisory functions which can be regarded as equivalent to those of function groups AD;
Experience with the functioning of the EU institutional environment notably in the field of Justice and Home Affairs/Borders related matters an asset.

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

English, French an asset.

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>.