VACANCY NOTICE

SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION

Post identification: (DG-DIR-UNIT)  

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<th>ESTAT-F-5</th>
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<td>Head of Unit:</td>
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<td>Email address:</td>
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<td>Telephone:</td>
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<td>Number of available posts:</td>
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<td>Suggested taking up duty:</td>
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<td>Suggested initial duration:</td>
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<td>Place of secondment:</td>
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<td>With allowances</td>
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This vacancy notice is also open to

- the following EFTA countries: Iceland, Liechtenstein, Norway, Switzerland, EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway)
- the following third countries:
- the following intergovernmental organisations:

1. **Nature of the tasks**

ESTAT Unit F5 ‘Education, health and social protection’ is one of the five units of Directorate F ‘Social statistics’ of Eurostat. The Unit's mission is to provide high quality statistics on education, health and social protection, and foster the production and dissemination of the statistical information needed to design, implement, monitor and evaluate related policies in the European Union. The Unit comprises around 20 people. The Unit is currently organised in three teams, the first dealing with statistics on education, the second with health non-finance statistics and health and safety at work, and the third dealing with social protection, long-term care and health finance statistics.

The selected candidate will be responsible for a number of tasks in the area of education statistics.

Education statistics describe formal education and training systems in terms of students enrolled, entrants, graduates, personnel and financial resources involved. They also measure the other aspects of education systems that are of EU policy relevance: enrolment at regional level, foreign language learning and learning mobility. The wide range of data is used for monitoring progress towards the European Education Area.

The annual statistics on education are collected based on Commission Regulation (EU) 912/2013 of 23 September 2013 implementing Regulation (EC) No 452/2008 of the European Parliament and of the Council as regards statistics on education and training systems and they are mainly based on national administrative sources. They are to be compiled according to the so-called UNESCO-UIS/OECD/Eurostat (UOE) methodology developed by the three international organisations. As regards additional data collected by Eurostat, they encompass enrolment at regional level, foreign language learning and learning mobility.

The work comprises collection, processing, dissemination and analysis of data and metadata as well as conceptual and methodological developments.

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1 These mentions are given on an indicative basis only (Art.4 of the SNE Decision).
More specifically, it involves:
- Ensuring (and contributing to) the validation and dissemination of the annual data on education including documenting their quality;
- Preparing or contributing to short analyses, such as ‘Statistics Explained’ articles;
- Participation in the continuous improvement of the statistical production process;
- Developing/extending the use of existing data in line with user needs;
- Cooperating with the main institutional partners (both producers and users). This includes an active role in the annual Working Group on Education and Training statistics;
- Working closely with international organisations (OECD and UNESCO-UIS).

In the future, providing methodological support on new conceptual developments on education expenditure may also become one of the tasks of this post.

We are looking for a seconded national expert, who under the supervision of an EU official, will be responsible for tasks related to the methodology, production and quality assurance of education statistics and/or developing new methodological projects.

The expert would be involved in:
- Writing and/or updating handbooks and other methodological tasks. This would contribute to ensuring statistical developments were fit for future. It would also ensure that the implementation of regulation is supported by guidelines, illustrations and examples.
- Data and metadata collection, validation and dissemination including quality assurance and process improvements for education statistics. She/he will be involved in liaison with data providers, i.e. Member States, EFTA members, candidate and potential candidate countries, as well as the other international partners involved in the data collection (the OECD and UNESCO-UIS).
- Data analysis, drafting and producing dissemination products (e.g. Statistics Explained articles).

Depending on the expertise of the candidate, work could focus either on education non-expenditure statistics or education expenditure statistics and/or new developments.

The work involves close cooperation with other Eurostat units, national administration (statistical offices, ministries), other Directorates-General (mainly DG EAC, DG EMPL, DG REGIO, DG RI) and international organisations (OECD, UNESCO-UIS).

2. Main qualifications

a) Eligibility criteria

The following eligibility criteria must be fulfilled by the candidate in order to be seconded to the Commission. Consequently, the candidate who does not fulfil all of these criteria will be automatically eliminated from the selection process.

- **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**: candidates must have at least one year seniority with their employer, that means having worked for an eligible employer as described in Art. 1 of the SNE decision on a permanent or contract basis for at least one year 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. SNE from a third 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 or
- professional training or professional experience of an equivalent level

in the field(s) : statistics, economics or other relevant fields (e.g. social sciences).

Professional experience

Knowledge and experience in official statistics, in particular social or economic statistics and/or related to education and training topics;
Good analytical and organisational skills;
Strong communication and relational skills, service orientation and team spirit;
Ease in using IT tools.

Language(s) necessary for the performance of duties

English (spoken and written).

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 it to the competent services of the Commission within the deadline fixed by the latter. The CV must mention the date of birth and the nationality of the candidate. Not respecting this procedure or deadlines will automatically invalidate the application.

Candidates are asked not to 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. 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).
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 system.
Unless for cost-free SNE, allowances may be granted by the Commission to SNE fulfilling the conditions provided for in Art. 17 of the SNE decision.

During the secondment, SNE 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 application may be cancelled.

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, OJ L 72, 17.03.2015, p. 53).
The selected candidate has the obligation to launch the vetting procedure before getting the secondment confirmation.

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.B.1. The data processing is subject to the SNE Decision as well as the Regulation (EU) 2018/1725.
Data is kept by the competent services for 7 years after the secondment (2 years for not selected experts). You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given below.

**Contact information**

- **The Data Controller**
  If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, Unit HR.B.1, HR-B1-DPR@ec.europa.eu.

- **The Data Protection Officer (DPO) of the Commission**
  You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- **The European Data Protection Supervisor (EDPS)**
  You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

To the attention of candidates from third countries: your personal data can be used for security checks.