



VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

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| DG – Directorate – Unit | EPSO – EPSO.01 – Research, Innovation and Test Development |
| Post number in sysper: | 414122 |
| Contact person: | Stéphane VANDERVEKEN |
| Provisional starting date: | 1st 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 Latest application date: 18-12-2023 |

Entity Presentation (We are)

EPSO's (**European Personnel Selection office**) core mission is to meet the EU institutions' recruitment needs by selecting talented candidates through generalist and specialist competitions. In carrying out this goal, EPSO acts as a trusted matchmaker between the EU institutions and high performing professionals and graduates. It thus contributes to the building of the current and future European civil service.

As an interinstitutional office, EPSO is responsible for selecting staff mainly for the European Parliament, the Council of the European Union, the European Commission, the Court of Justice of the European Union, the European Court of Auditors, the European Economic and Social Committee, the Committee of the Regions, the European External Action Service, the European Ombudsman and the European Data Protection Supervisor. Each one of these institutions recruits staff from a pool of successful candidates provided by EPSO.

[Homepage | EU Careers \(europa.eu\)](#)

The RITD (**RESEARCH, INNOVATION & TEST DEVELOPMENT**) Unit is in charge of research, innovation and test development. Its main mission is to keep abreast of the developments and find the most suitable tests and test methodologies for the needs of the client institutions. It includes data analyses and performing interviews and other kind of assessment in support to recruitment services. Coordination of a cross-unit network of psychologists and the management and training are also part of the mandate of this unit.

[organisational-chart.pdf \(europa.eu\)](#)

Job Presentation (We propose)

Provide expert advice and support in the development of EPSO's selection processes, in particular concerning the design, development and use of a broad range of assessment and selection tools and methodologies. Contribute to the design and delivery of specific training. Perform candidate assessment with interviews, oral presentation, and marking of written tests.

EPSO RITD offers a versatile and interesting Seconded National Expert position. We look for an accredited psychologist to work closely with its diverse team of psychologists, test developers, and customers. The ideal candidate would be responsible for piloting new and innovative selection tests and methodologies, reviewing existing tests and processes and perform assessment of candidates. The job also involves collaborating with academia, relevant research communities and other international organisations, in addition to updating and creating new test content and methodology, including with external providers.

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 his/her 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.

Jobholder Profile (We look for)

We are looking for an accredited psychologist (in an EU Member State) to join our RITD unit. The ideal candidate would be capable of leading and coordinating in-house innovation

projects on test content and methodology, follow closely new research in the field with academia and international organisations, perform data analyses and assess candidates. This job requires:

An experience in assessing candidates on general competencies, using tests like interviews, oral presentations and written tests.

An excellent capacity to work on multiple tasks at the same time (test development, test delivery, data analysis, training).

Excellent communication (presenting, chairing etc.) and drafting skills.

Good judgment, strong team spirit, organisation, sense of initiative.

Proactive, responsible and reliable.

Capacity to perform candidate assessment in English.

The ability to run data analysis and comparative statistics would be an advantage.

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)