

CALL FOR EXPRESSIONS OF INTEREST FOR SECONDED NATIONAL EXPERTS WITHIN EFSA

The European Food Safety Authority (EFSA) is the keystone of the European Union (EU) risk assessment regarding food and feed safety. In close collaboration with national authorities and in open consultation with its stakeholders, EFSA provides independent scientific advice and clear communication on existing and emerging risks.

The European Food Safety Authority (EFSA) wishes to establish a list of candidates who are interested in a fixed-term agreement on secondment as Seconded National Expert (SNE). Seconded National Experts can be placed in one of EFSA's Directorates.

Seconded National Experts enable EFSA to benefit from the high level of their professional knowledge and experience, in particular in areas where such expertise is not readily available and gives the opportunity to the National Authorities to profit from the exchange of professional experience.

Executive Directorate

The goal of the Directorate is to support the Executive Director of EFSA in leading the organisation. It comprises a number of discrete functions including the provision of the secretariats of the Scientific Committee, which advises the Executive Director on scientific approaches and other strategic issues, and the Advisory Forum, which provides Member State input to EFSA's activities. The Executive Directorate is supported by the Internal Audit, Strategy & Prospective and Quality Management functions and the Office of the Executive Director provides the secretariat of EFSA's Management Board.

Risk Assessment Directorate

The Risk Assessment Directorate is currently charged with the management of ten Expert Panel Support Units, these being the Food Additives and Nutrient Sources (ANS), the Food Contact Materials, Enzymes, Flavourings (CEF), the Animal Health and Welfare Unit (AHAW), the Biological Hazards Unit (BIOHAZ), the Contaminants Unit (CONTAM), the Feed Additives Unit (FEEDAP), the Genetically Modified Organisms Unit (GMO), the Nutrition Unit (NDA), the Plant Protection Products Unit (PPR) and the Plant Health Unit (PLH).

Scientific Cooperation and Assistance Directorate

The Scientific Cooperation and Assistance Directorate is involved in the collection and analysis of data in the fields within EFSA's mission, cooperation and networking with Member States, emerging risks, and the provision of scientific and technical assistance to the Commission and EFSA units. It consists of the Assessment Methodology (AMU) Unit, Scientific Cooperation Unit (SCO), the Emerging Risks Unit (EMRISK), the Pesticides Unit

(PRAPeR), the Data Collection and Exposure (DATEX) Unit and the Zoonoses Data Collection Unit (ZOOLOSES).

Communications Directorate

EFSA is committed to communicating its own initiatives and promoting collaboration with Member States and stakeholders. These are crucial to building coherence in risk communications and consumer confidence in the risk assessment process. Working closely with other EFSA colleagues, the EFSA Communications team develops and contributes to strategies, programs and initiatives to achieve these goals. The Communications Directorate includes the Press Office Unit, the Public Information and Events Unit and the Web Team.

Administration Directorate

The mission of the Directorate of Administration is to contribute to the implementation of EFSA's mandate and vision by providing an optimal support to all EFSA's Directorates. The Directorate is made up of the Finance Unit, Legal & Policy Affairs Unit, Human Resources Unit, IT & Operations Unit and Accounts Section.

The job

The tasks may include:

- Support the work of a Scientific Panel or a network of Member State Representatives
 - Prepare annual work plan and update it;
 - Organise and participate in the plenary and working group meetings;
 - Evaluate files submitted to the Panel;
 - Prepare minutes of the plenary and working group meetings;
 - Management of cooperation projects;
 - Prepare reports, opinions and briefings.
- Data collection, data analysis and risk assessment
 - Coordination of data collection and reporting done by the Member States;
 - Preparation of harmonised monitoring and reporting schemes and coordination of such activities;
 - Analysis and reporting of scientific data;
 - Contribute to the development and harmonisation of risk assessment methods;
 - Support risk assessment activities.
- Communication with Commission services
 - Contribute to consultation as appropriate;
 - Liaise on scientific matters where relevant;
 - Follow up scientific opinions and advice on the interpretations of the opinions issued by the Panel.

- External Communication
 - Reply to external requests for information relevant to the work of the Panel;
 - Reply to requests for information from other European Institutions, Member States and the general public;
 - Liaise with EU Institutions, international and third country organisations on matters within the remit of EFSA;
 - Produce and edit texts for publication;
 - Provide assistance with analytical preparation of reports for publications;
 - Provide support to EFSA activities in: media relations, web communications, publications and event organisation.

- Communications Directorate activities
 - Contribute to the development of Communications plans and activities (e.g. media relations, publications, events, online communications);
 - Contribute to situational analyses on key communications issues (i.e. information gathering and other desk research on views and activities of opinion leaders and media);
 - Support Directorate in development of research plans (e.g. risk perception research; target audience research to assess image and impact of EFSA and EFSA's work).

- Support activities
 - Implement International Strategy: Follow-up and maintenance of the in-house prioritisation exercise of EFSA's international activities;
 - Coordinate international activities in line with the prioritisation;
 - Coordinate EFSA's support to CODEX activities;
 - Be the contact point for partners with international agreements;
 - Coordinate the implementation of actions deriving from the international agreements (especially future workflow for exchange of documents);
 - Screen activities of international organisations and public bodies and providing respective information to concerned Units.

The SNE shall assist EFSA's staff and carry out the tasks assigned to them in the context of a predetermined work programme or job description, reporting to the concerned Head of Unit.

The requirements

Candidates must:

- Be nationals of a Community Member State, except where the Executive Director grants derogation. Derogations shall not be required for SNE's from countries belonging to the EEA or Switzerland. The same shall apply to candidate countries and potential candidate countries;
- Have a university degree in an area relevant to EFSA's activities;
- Have at least three (3) year-full time experience of administrative, scientific, technical, advisory or supervisory functions, gained after obtaining the relevant degree, at a level equivalent to the post;
- Have thorough knowledge of spoken and written English and a satisfactory knowledge of a second EU language for the performance of his or her duties.

In general, candidates should:

- Be able to demonstrate a proven track record in the provision of scientific advice or risk communication or in another area relevant for the work of the Authority;
- Demonstrate an ability to work within a team, to communicate effectively at all levels within the Authority and with its external partners;
- Be able to work flexibly in a multicultural environment;
- Demonstrate an ability to understand the underlying legislative and policy issues relating to the functions of EFSA scientific and communication activities;
- Have practical knowledge of IT tools.

Furthermore, the required profiles could vary depending on the area of interest:

Executive Directorate

In this area, the required profile includes a good understanding of the functioning of the European Institutions and Bodies, particularly in the fields of food safety, a thorough understanding of the EU legislative process, understanding of the political and policy environment within which EFSA functions and administrative experience acquired from European, international or national public administrations with recent experience, and knowledge up-to-date ideally covering developments within and outside the EU.

For the secretariat of the Scientific Committee, a university degree in an area relevant for EFSA's scientific activity is needed and a PhD would be an asset. The required profile includes substantial experience in regulatory risk assessment methodologies.

Risk Assessment Directorate

In this area, a university degree in an area relevant for EFSA's scientific activity is needed and a PhD would be an asset. The required profile can include expertise in one or more of the following areas: substantial experience in regulatory risk assessment methodologies, in particular in the assessments of GMOs, food and feed additives, food contact materials, microbiological and chemical contamination, and plant pests and plant protection products risk assessment experience in the area of animal health, welfare, contaminants, plant health and/or zoonoses.

Scientific Cooperation and Assistance Directorate

In this area, a university degree in an area relevant for EFSA's activities is needed and a PhD would be an asset. The required profile includes experience in one or more of the following areas: food consumption and/or chemical and/or microbiological data collection, data modelling and statistics, epidemiology, risk assessment of pesticides and pesticide residues foresight or risk assessment methodologies and cooperation with Member State organisations.

Communications Directorate

In this area, a university degree in communication or a related field is needed. The required profile includes proven experience in a communications environment either in press office/media relations, editing/copywriting, web, publications and/or event organization.

Administration Directorate

In this area, the required profile includes a good understanding of the functioning of the European Institutions and Bodies, a thorough understanding of the EU legislative process, understanding of the political and policy environment within which EFSA functions and administrative experience acquired from European, international or national public administrations with recent experience, and knowledge up-to-date ideally covering developments within and outside the EU.

General conditions

Seconded National Experts are staff employed by a national, regional or local public administration or an IGO, who are seconded to EFSA so that it can use their expertise in a particular field.

“Public administration” means all State administrative services at central, federal, regional or local level, comprising ministries, government and parliament services, the courts, central banks, and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities.

The Executive Director may also authorise the secondment of an SNE whose employer is an independent university or research organisation which does not set out to make profits for redistribution or is in fact part of the public sector.

The Seconded National Expert must have worked for their employer on a permanent or contract basis for at least 12 months before their secondment and shall remain in the service of that employer throughout the period of secondment.

Depending on EFSA's budgetary situation and on the needs of the Units concerned, candidates could be included on a reserve list and, provided that EFSA receives the acceptance from the candidates' employer, a Seconded National Expert agreement on secondment may be offered. The place of secondment shall be Parma, Italy.

An SNE may work in any field where his/her services are deemed necessary provided there is no conflict with the interests of EFSA. The SNE shall carry out his or her duties and shall act in compliance with the Authority's interest.

Application procedure

Applications should be sent by e-mail to the attention of SNE@efsa.europa.eu or by registered mail to the following address:

EFSA
Human Resources Unit
Ref.: SNE
Largo Natale Palli 5/A
I-43121 Parma

An application will be deemed admissible only if it includes:

- a [Europass Curriculum Vitae](#)
- **a motivation letter where the candidates shall clearly specify the EFSA's Unit which they are interested in indicating their current employer.**

The complete description of EFSA's activities, structure, [organisational chart](#) of all Units and Directorates are available on the Authority's Website: www.efsa.europa.eu

General information concerning this call for expressions of interest

Applicants are kindly invited to submit their CVs in English in order to facilitate the selection procedure.

Supporting documents may be requested at a later stage.

All applications will be treated as confidential.

In its recruitment operations, EFSA complies with Regulation (EC) N° 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. The purpose of processing of the personal data candidates submit is to manage applications in view of a possible pre-selection and selection as Seconded National Expert at EFSA.

The closing date of this call for expressions of interest is two years from the publication date.

Applications will be kept in the recruitment files of EFSA for a period of 5 years after closure of this call for expressions of interest.

Publication date of this call for expressions of interest: 03/11/2010