

## **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.

### **Scientific Strategy and Coordination Directorate (SCISTRAT)**

The mission of SCISTRAT is to lead the development and implementation of EFSA's Science Strategy 2012-2016 as well as EFSA's International Strategy, and to foster scientific cooperation with Member States and candidate countries, in particular through supporting the dialogue with Member State food safety authorities in the Advisory Forum and with the Focal Points. It also develops general advice on matters of strategic and scientific nature, including preparation for responding to urgent requests, manages the Scientific Committee and networks with Member State representatives as well as other stakeholders, and builds and maintains EFSA's capability in the area of identification and evaluation of emerging risks. To fulfil its mission, SCISTRAT relies on one Planning and Monitoring team and three units: the Scientific Committee unit, the Emerging Risks unit and the Advisory Forum and Scientific Cooperation unit.

### **The Scientific Evaluation of Regulated Products Directorate (REPRO)**

The mission of the REPRO is to provide independent scientific advice to the European Commission, the European Parliament, Member States, stakeholders and all interested parties related to risk assessment of substances, products and processes intended to be used in the food chain and substantiation of claims made on foods in order to support the protection of the public, plant and animal health as well as environment. In addition, the Directorate is also responsible for developing guidance and providing advice on emerging safety issues related to products already authorized within the European Union.

To fulfil its mission, REPRO relies on one Planning and Monitoring team and six units: five units supporting six scientific panels which are the Food Ingredients and Packaging unit, the Nutrition unit, the Feed unit, the GMO unit, the Pesticides unit and the Applications Desk unit.

## **The Risk Assessment and Scientific Assistance Directorate (RASA)**

The mission of RASA is to support the conduct of risk assessment and monitoring on general health and safety priorities in areas such as biological hazards, chemical contaminants, plant health and animal health and welfare. To fulfil its mission RASA relies on one Planning and Monitoring team and seven units: four units support directly one Scientific Panel each, i.e. the Panel on Animal Health and Welfare (AHAW), the Panel on Biological Hazard (BIOHAZ), the Panel on Contaminants in the Food Chain (CONTAM) and the Panel on Plant Health (PLH). The three other units are those on Dietary and Chemical Monitoring, on Biological Monitoring, and on Scientific Assessment Support. The first two coordinate data collection and analysis on food consumption and on contaminants or chemical contaminants or residues in the food chain. The third unit supports quantitative modelling as well as systematic retrieval and analysis of scientific information, including library support.

## **The Communications Directorate (COMMS)**

The mission of COMMS is to provide appropriate, consistent, accurate and timely communications to all interested parties, stakeholders and the public at large, based on the Authority's risk assessments and scientific expertise. EFSA communicates on all fields within its mission including: food and feed safety, nutrition, animal health and welfare, plant protection and plant health.

To fulfil its mission, COMMS relies on one Planning and Monitoring team and two units: the Editorial & Media Relations unit (EDIT) defines and recommends communications approaches and handling plans both for thematic and ad hoc communications based on EFSA's strategic priorities and in liaison with units across EFSA. The Communication Channels unit (CHAN) develops, implements and maintains integrated communications programmes, including activities and tools across all communications channels: web, social media and other online communications; multimedia; publications, events and other offline communications. The CHAN unit also manages the internal communications function.

## **Resources and Support Directorate (RESU)**

The mission of RESU is to provide the framework conditions for a modern and professional public administration, to ensure that EFSA operates within an effective and controlled environment, and that all EFSA Directorates can rely on integrated support services. To fulfil its mission, RESU relies on one Planning and Monitoring team and five units: the Finance unit, the Legal and Regulatory Affairs unit, the IT Systems unit, the Human Capital & Knowledge Management unit, the Corporate Services unit.

## **Executive Office (EXO)**

The mission of EXO is to support the Executive Director in providing leadership, operational management and strategic direction to the European Food Safety Authority and in fulfilling the Executive Director's tasks as laid down in EU legislation. Its core remit is to strengthen EFSA's strategic management capacity by ensuring that its Management team is provided with reliable information, tools and procedures to support the effective strategic and operational steering of the Authority. It also ensures that all communication issued from the Executive Director is clear and consistent, engagingly written and accurately reflects the views of EFSA.

## **The job**

The tasks may include:

- Support to 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 Panels;
  - Prepare minutes of the plenary and working group meetings;
  - Manage cooperation projects;
  - Prepare reports, opinions and briefings.
- Data collection, data analysis and risk assessment
  - Coordinate of data collection and reporting done by the Member States;
  - Prepare of harmonised monitoring and reporting schemes and coordination of such activities;
  - Analyse and reporting of scientific data;
  - Contribute to the development and harmonisation of risk assessment methods;
  - Support risk assessment activities.
- Communication activities
  - Follow up scientific opinions and advice on the interpretations of the opinions issued by the Panel;
  - Liaise with key EFSA stakeholders such as the EU Institutions International Organisations etc;
  - Provide assistance with analytical preparation of reports for publications;
  - Provide support to EFSA activities in: media relations, web communications, publications and event organisation;
  - Implement Communication Strategy for instance promoting coherence of risk communications messages through cooperation with relevant authorities at national, European and international level.
- Support activities
  - Implement International Strategy for instance coordinating international activities in line with the prioritisation and coordinating the implementation of actions delivering from the international agreements (especially future workflow for exchange of documents);
  - Implement Science Strategy for instance by developing EFSA's scientific excellence and other core values, such as openness, transparency, independence and responsiveness; and optimising the use of European risk assessment capacity across the EU.

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.

### **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 s 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**

Application forms should be filled-in and sent to the Permanent Representation of the Member State that intends to second the National Expert. The Permanent Representation will, at a later stage, submit the application forms to EFSA. More information on the Permanent Representation in Brussels can be found [here](#).

### **General information concerning this call for expressions of interest**

Supporting documents may be requested at a later stage.

All applications will be treated as confidential.

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.

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