

**NOTICE OF VACANCY**

**SECONDED NATIONAL EXPERTS**

<b>1. Directorate general</b>	<b>:HR</b>	
- Directorate	<b>:B</b>	
- Unit	<b>:B3 – Learning &amp; Development</b>	
- Place	<b>:Brussels and Luxembourg</b>	
- Head of Unit f.f.	<b>:Geraldine DUFORT</b>	
	<b>Tel.+32 2 298 80 40</b>	
- Suggested start date	<b>:First quarter 2011</b>	<input type="checkbox"/>
	<b>Second quarter 2011</b>	<input type="checkbox"/>
	<b>Third quarter 2011</b>	<input type="checkbox"/>
	<b>Fourth quarter 2011</b>	<input checked="" type="checkbox"/>
<p>Please note that the secondment will be governed by the Commission decision C(2008)6866 of 12/11/2008 which lays down the rules on the secondment to the Commission of national experts and national experts in professional training.</p> <p>This decision is available on the following link:  <a href="http://ec.europa.eu/civil_service/job/sne/index_en.htm">http://ec.europa.eu/civil_service/job/sne/index_en.htm</a></p>		

<b>2. Main areas of responsibility :</b>	
a)	Provide advice and support to the Commission’s Central Learning and Development Unit on learning and organisational development issues. In particular, this will involve providing input to the ongoing development of learning and development policy and the provision of support in implementing processes to help develop a learning culture in the organisation.
b)	Providing guidance and advice to local Training Managers in the above domain.
c)	Working in tandem with the Unit's internal trainer team to facilitate learning and development interventions across the organisation.
d)	Providing professional guidance and advice to the Head of Learning and Development on modern practices in the domain of learning and development.

<b>3. Main qualifications :</b>	
<u>Education:</u>	University degree; post-graduate qualification in the field of adult/organisational learning and development; membership of relevant professional body required.

NB 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](http://ec.europa.eu/dgs/personnel_administration/security_en.htm)

Professional Experience:

- At least 10 years experience in the domain of professional training/learning and development, ideally in a pedagogical/consultancy role or the management of training projects; proven experience in the design and delivery of high-quality learning and development interventions, including experience of working with large groups and very senior staff; demonstrated ability in the use of creative and innovative approaches to learning delivery.

In addition, a good knowledge of the areas of EU Governance and European politics would be a particular asset.

Professional Competencies required:

Excellent pedagogical and strategic learning competencies with good trainer/facilitator experience.

Interpersonal Skills:

Ability to work effectively in a multicultural team and co-ordinate training/learning projects; first-class people skills; excellent communication skills; ability to build and maintain relationships at all levels; good client service skills; flexible; able to work on own initiative.

IT Skills:

WORD, EXCEL, PPT, and Internet skills are essential.  
Experience of e-learning technologies would also be useful.

**4. Languages:**

The ability to work in both English and French is essential.