

JUNIOR EXPERTS IN DELEGATION PROGRAMME

SESSION 2008 TO 2010-2011

BACKGROUND

The Junior Experts in Delegation programme, also known as the JED programme, is aimed at providing qualified University graduates from EU Member States with invaluable experience in the European Commission's External Service Delegations situated in **developing countries**. The initiative is sponsored by the European Commission and the Member States of the European Union. It enables successful candidates to be employed as a full member of the 'administrative and technical staff' of a Delegation for a period of two years.

On the one hand the programme provides young professionals with experience and comprehension of EU procedures and institutions and on the other provides Delegations with important development and cooperation expertise.

The programme originates from a 1984 initiative of Commissioner L. Natale and is composed of two different folders which run simultaneously, the 'Community' and 'Bilateral'.

Under the Community folder the Junior Expert is financed entirely by the Commission. This allows the recruitment, every two years, of 2 Junior Experts for each Member State.

The Bilateral folder concerns those Member States who have concluded Bilateral agreements with the Commission.

IN GENERAL

The Commission has decided to proceed with the bi-annual renewal of the community folder, as well as various bilateral folders of the JED training programme.

The JED programme gives entire satisfaction so much to the Heads of Delegations who appreciate the quality and the commitment of this staff as to the Member States which continue to finance this efficient training tool which revealed numerous talents. Junior Experts are a successful example of partnership between the Member States' diplomatic services and the External Service of the Commission.

The public is however informed that the legal and financial mechanisms of the programme will need, in the near future, to be put in conformity with the management norms and standards set up over the recent years in the Commission.

This process should gradually be set up in collaboration with the Member States over a transition period ending in 2010-2011, allowing the continuity of our collaboration.

Thus the programme will be maintained in its current form through the Community financing of a last group of experts between end of 2008/early 2009 and end of 2010/early 2011 that will be recruited by the Commission according to the same rules as the current programme:

- a "community" folder financed by the European Communities' budget for two (2) JED by Member State, which represents a total of 54 JED.
- various "bilateral" folders financed by some EU Member States on the basis of bilateral agreements.

At the beginning of February 2008, the Commission has addressed a letter to each Permanent Representation of the EU Member States in order to request their collaboration for the organisation of the pre-selection procedure of candidates.

SELECTION PROCEDURE

The indicative work schedule has been proposed to Member States:

- submission of applications to relevant Member States authorities (see the list of *Permanent Representations*) by **1st April 2008** at the latest ;
- transmission of pre-selected applications by relevant Member States authorities early May 2008 to the European Commission in order to proceed to the checking of the candidates' eligibility. It has been decided that 4 candidatures will be forwarded for each post financed by each Member States. Applications forwarded by e-mail are accepted provided the attached new Commission **application form**, duly signed and dated, is being used and at disposal;
- organisation of selection panels in the course of June-July 2008;
- communication, by September 2008, of a list containing the name of the selected candidates who will receive later on a proposal for a posting in a duty station, and a list of those who will figure on the reserve list;
- selected candidates will start their contract with a pre-posting training of 3 to 4 weeks in Brussels in the course of January 2009, before they can take up duties.

The Programme is coordinated by the External Relations Directorate General, Unit K/6 of the European Commission:

RELEX-K6-JUNIOR-EXPERTS-RECRUITMENT@ec.europa.eu

BENEFICIARIES OF THE PROGRAMME

Eligibility criteria remain the same at one important exception: the age limit, previously set up at 30 years, is withdrawn to respect new legal obligations in this matter. Therefore, the applicants to the programme shall, as in the past, satisfy the following criteria:

- have completed the equivalent of a university course of at least four years and obtained the relevant leaving qualification, in particular in the following areas :
 - o political sciences;
 - o economic issues and common trade policy;
 - o press, communication and information;
 - o justice, freedom and security ;
 - o rule of law, institutional developments and good governance ;
 - o environment, energy ;
 - o agriculture and fisheries, rural development ;
 - o management of aid to cooperation and development.
- have a perfect command of French and English, and where appropriate, sufficient knowledge of a third language much used in third countries;

Preference shall be given to candidates with minimum one year and maximum four years professional experience (of which maximum one year with the European Commission).

If selected, candidates shall be declared fit to serve in a third country by the Commission's Medical Service.

CANDIDATES' STATEMENTS

Candidates for the program do commit themselves to fully subscribing to the following principles:

- ***Concerning the content of their statements in the application form***

Candidates certify on the honour that the statements made by them in answer to the foregoing questions are true, complete and correct and that they fulfil the following requirements:

- a) being a citizen of one of the EU Member States and enjoying their civil rights;
- b) being in a regular position with regard to the recruitment laws applicable to them as far as military service is concerned;
- c) offering the guarantees of good conduct requested to exercise the duties in question.

They undertake to supply, at the first request, written proof concerning their application and acknowledge that any false statement or omission on their part, whether voluntary or not, can lead to the cancellation of their application.

They give their consent to the European Commission to contact, if necessary, all mentioned universities, schools, companies, institutions and/or referees in relation with their application for the JED programme.

- ***Concerning the content of above statements and my rights to personal data protection***

Candidates are informed that any of their personal data included in or relating to their possible future contract, including its execution, shall be processed pursuant to Regulation (EC) No 45/2001 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. It shall be processed solely for the purposes of the performance, management and follow-up of their candidature and/or Contract by Commission Directorate General for External Relations (DG RELEX), Directorate K, unit K6, without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with Community law.

They take note that they have the right of access to their personal data and the right to rectify any such data that is inaccurate or incomplete. Should they have any queries concerning the processing of their personal data, they shall address them to the Data Protection officer of the European Commission. They have right of recourse at any time to the European Data Protection Supervisor.

They take note that all applications (whatever the format) received by the Commission from EU Member States are kept in locked archives rooms and electronic drivers of the European Commission which access is restricted to its sole personnel: this concerns either candidates proposed for interview, either those retained effectively for interview, either for those selected with a view to being offered a JED position, either for those included in a reserve list in case those selected would decline the offer or withdraw from the programme.

- ***Concerning the pre-selection and selection process for the JED programme***

Candidates understand and agree upon the following principles:

- that they are not applying for a particular post or function in a particular Delegation of the European Commission in a Third country, but instead to take part in a training programme, in which the candidates interviewed and selected by the European Commission (or considered as candidates of reserve) are eventually offered the possibility to be placed in whatever Delegation of the European Commission has an appropriate vacancy.
- that they cannot expect a posting in a particular place or for a particular job.
- that the European Commission's only commitment is to take account of their preferences in a process where there can be no earmarking of particular posts for particular candidates or for particular EU Member States.

They understand and agree upon the following selection procedure and principles:

- a) that the whole process is based upon their application form which they are committed to exclusively send to the competent national authority(ies) within the EU Member State to which they have decided to present their application;
- b) that the pre-selection (also called "pre-qualification") process is exclusively undertaken by this EU Member State's authority and does not commit nor involve the European Commission. Therefore, they cannot lodge a complaint against the latter for any problem at this step of the process;

- c) that the result of the pre-selection is taken at national level, according to national respective rules, and then transmitted by the competent national authority(ies) within the EU Member State (to which they have sent their application) to the European Commission. This takes the format of a list of the candidates proposed for a selection interview;
- d) that after a proper checking by the European Commission of the proposed applicants' eligibility criteria, the latter invites (together with or through the respective Permanent Representations), pre-selected candidates to selection panels;
- e) that these panels are composed by representatives of relevant services of the European Commission, and that, in order to properly interview the pre-selected candidates, panellists receive official version of candidates' applications, as forwarded by EU Member States;
- f) that interviewed applicants are quoted only by the European Commission selection panellists and that their decision is not subject to appeal;
- g) that the results are communicated officially by the European Commission to respective UE Member States Permanent Representations;

In the event a candidate is selected and have given, through his/her EU Member State authorities, his/her consent to the posting offered by the European Commission,

- He/she commits him/herself to inform the European Commission of any change in his/her decision to accept the offer at least three (3) weeks before the announced starting date of the JED contract,
- He/she agrees to submit him/herself to the compulsory medical examination organised by the European Commission medical service to ascertain that he/she fit to serve in third countries.

2008-2010 EXERCISE

Having read the eligibility criteria below, potential candidates should direct their completed [application form](#) with a letter of motivation to the relevant Member State Home Department where applicable or their Permanent Representation (see links hereafter), and NOT to the Commission.

Closing date for applications: **1st April 2008**

You may apply for this programme if, on 1st January 2008, you meet the requirements listed above (*beneficiaries of the programme*).

Candidates short-listed by their Member State will be invited for an interview conducted by a Commission selection panel.

Please note that interviews may be held simultaneously in several Member States. You may therefore apply in **one Member State only**.

The interview will focus in particular on your academic and professional qualifications and your knowledge of the main developments in European integration and Community policies.

The interview is also designed to evaluate your ability to adjust to working in a multicultural environment in a country where living conditions can sometimes be difficult. It will be conducted mostly in English and French but there may also be some questions in any other relevant language mentioned on the application form.

The interview will be marked out of 100 (pass-mark: 65).

Time allowed: maximum 45 minutes.

MEMBER STATES PERMANENT REPRESENTATION AND/OR RELEVANT HOME DEPARTMENT

[Austria](#)

[Finland](#)

[Latvia](#)

[Romania](#)

<u>Belgium</u>	<u>France</u>	<u>Lithuania</u>	<u>Slovakia</u>
<u>Bulgaria</u>	<u>Germany</u>	<u>Luxembourg</u>	<u>Slovenia</u>
<u>Cyprus</u>	<u>Greece</u>	<u>Malta</u>	<u>Spain</u>
<u>Czech Republic</u>	<u>Hungary</u>	<u>Netherlands (The)</u>	<u>Sweden</u>
<u>Denmark</u>	<u>Ireland</u>	<u>Poland</u>	<u>United Kingdom</u>
<u>Estonia</u>	<u>Italy</u>	<u>Portugal</u>	-

**Where necessary under the separate links to the Member State contact addresses, details of the differing agreements are provided. If no Bilateral agreement details are provided this indicates that the Junior Experts are supplied under the 'Community' procedure only.*