

CO-FINANCED

Seconded National Expert

Delegation of the European Union to the United States, (Washington D.C)

AD level post

Job No 153063

We are:

The European External Action Service (EEAS) supports the High Representative in the exercise of his mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), of representing the EU and of chairing the Foreign Affairs Council. It also supports the High Representative in his capacity as Vice-President of the Commission with regard to his responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

We propose:

The position of Seconded National Expert (Policy Officer) at the **EU Delegation to the United States** as a "co-financed" secondment, i.e. salary, insurances, accommodation and other costs are to be paid by the EU MS as appropriate and specific allowances to be paid by the EEAS.

The Selected SNE will be working within the Political, Security and Development Section of the Delegation of the European Union to the United States, under the direct supervision of the Head of Section (HoS), to assist the Delegation in reporting on US positions and policies, with a particular focus on the Middle East region.

We are looking for:

The European External Action Service (EEAS) is seeking a highly motivated colleague (SNE) to occupy the post of Seconded National Expert (SNE) to the **EU Delegation to the United States**.

The expert will assist / contribute to:

- the analysis and reporting on US positions and policies in the field of political-security affairs with a specific geographical focus on the Middle East neighbourhood (Levant, Arabian Peninsula and Iraq) and Turkey;
- the analysis and reporting, as alternate, on other geographic areas as necessary (notably back up on Iran policy and Eastern neighbourhood and Western Balkans issues);
- the development of networks and relationships with key interlocutors in the US Administration, Think Tank community and other relevant stakeholders;
- the representation of EU positions to key US interlocutors;
- liaison with Member State embassies in areas of responsibility, and organisation of briefings with US administration officials;
- management of incoming visits by EU officials;
- organisation of events and workshops as necessary in area of responsibility;
- supervising (if appropriate) interns' daily activities and overall performance, providing feedback;
- under the direct supervision of the Head of Section, assist in other activities related to the Section's activities.

Legal basis:

This vacancy is to be filled in accordance with EEAS Decision of the High Representative of the Union for Foreign Affairs and Security Policy Decision HR DEC (2014)01 of 04/02/2014 establishing the rules applicable to National Experts seconded to the European External Action Service.

Eligibility criteria:

Candidates must:

- a) Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;
- b) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties;
- d) Have a security clearance of minimum level **EU-SECRET** for the functions that he/she will carry out;
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;
- f) Remain subject to the social security legislation applicable to the public administration, international administration or entity which employs the SNE and which will assume responsibility for expenses incurred abroad. In case of posting to an EU Delegation, the employer certifies that the SNE is covered for medical expenses incurred at the place of secondment, as well as costs of repatriation on health grounds throughout the full period of secondment;
- g) Ensure that there is no conflict of interest and that they will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

Selection criteria:

Candidates should:

A. Education

University diploma law, political science, international relations or any other related issue or equivalent professional experience

B. Professional knowledge

Experience of at least 3 years in the public administration of an EU Member State (foreign affairs); proven track record in analysis and reporting; experience working in third countries (Embassy, International organization, NGO, etc.); knowledge of EU institutions, related decision-making processes (CFSP-CSDP), EU external action and related EU external policies (geographic and thematic).

C. Skills

- Excellent drafting and reporting skills, ability to communicate EU positions clearly and effectively, capacity to work and communicate under time constraints in an international diplomatic and multilingual environment;
- Able to grasp new concepts, approaches and systems in a short timeframe and under time pressure;
- Ability to develop relationships and build networks with key interlocutors notably in the US administration and with the Member States;
- Proven team player. Excellent coordination and communication skills. Flexibility in terms of tasks and geographic focus depending on the needs of the section;
- Rapid grasp of problems and capacity to identify issues and solutions;
- Ability to weigh alternative courses of action and show to be able to make decisions that reflect factual information and are based on rational and logical assumptions that take EU Member States' resources and interests into consideration.

D. Languages

Fluent knowledge in English. French would be an advantage. EN and FR are necessary to work with EEAS and EU Institutions HQ.

E. Personal Qualities

Dynamic, motivated and flexible personality. Capable of adapting quickly to new situations and dealing with new challenges. Ability to work autonomously and take responsibility for files under responsibility while at the same time working effectively as part of a team.

F. Equal opportunities

- The EEAS is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service that is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.
- Candidates with disabilities are invited to contact (SNE-Delegations@eeas.europa.eu) in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure in equality of opportunities with other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1d.4 of the Staff Regulations.

G. Conditions of secondment

SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer. The EEAS will provide for the allowances in order to contribute to cover the SNE's living expenses in the place of secondment on a flat-rate basis. These allowances shall not be construed as remuneration paid by the EEAS.

Duration of the secondment: Initial period up to two years, renewable) up to 4 years.

Co-financed SNEs shall be entitled to a:

- daily allowance (EUR 144.31/ calendar day) throughout the period of secondment
- monthly allowance calculated according to the distance between the point of origin of the employer and the place of secondment (between 0 to EUR 814,28€).

The EEAS will cover for certain security costs and missions costs incurred by the SNE posted in the EU Delegation. Other costs such as removal costs, salary, insurance, accommodation, schooling, etc. shall not be covered by the EEAS.

Post available from: 16/11/2021

For further information, please contact: SNE-DELEGATIONS@eeas.europa.eu