

## **EEAS Vacancy Notice**

### **CO-FINANCED**

### **Seconded National Expert**

### **Delegation of the European Union to Bolivia**

### **AD level post**

### **Job No 220367**

#### **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 to the EU Delegation in Bolivia on “co-financed” secondment, i.e. salary, insurances, schooling and other costs to be paid by the EU Member State as appropriate and specific allowances to be paid by the EEAS.

Under the direct supervision of the Head of Section (HoS) and/or Head of Delegation (HoD), the selected SNE will assist the EU Delegation to monitor and contribute to analysis and reporting on the overall situation and developments in Bolivia, including relations with the EU and its Member States and regional issues. He/she will be based in Bolivia and will be required to travel in the country and in the region where necessary.

#### **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) at the EU Delegation to Bolivia. The expert will provide expertise, among others, in the following domains

- Monitoring and reporting regularly and timely to HoS, HoD and HQ (including early warnings, specific requests, info flashes and think pieces) on:
  - Governance, rule of law, democracy, justice, liberties: Human rights and civil society, access to information, gender issues, electoral process; institutional development: reform of the public service and of the judiciary in particular, law-making process, etc.
  - CFSP issues: Bolivia's foreign policy, bilateral relations with the EU and its Member States, relations with key international / regional / bilateral partners, stances on regional integration initiatives and security issues.
  - Country-specific issues: Domestic political developments, country forecasts, relations with international financial institutions, analysis of the reform process, Bolivia's take on global issues (national policies, position in international and regional fora).

- The candidate may also be asked, on an ad hoc basis, to contribute to info flashes and think pieces on economic and trade-related issues.
- Presentation, information and communication, by contributing to:
  - The press and information activities of the Delegation in all relevant areas.
  - Explain, specify and defend the EU's positions and policies in front of domestic audiences, particularly politicians, press, business and academics.
- Analysis and advice, by contributing to:
  - Preparation of briefings, strategic papers and visits.
  - Advice on the coherence of EU external policy activities in Bolivia / Latin America.
  - Implementation of EU regional initiatives in Bolivia.
  - Political dialogue and strategy in the above-mentioned areas.
  - Formulation of the country cooperation strategy.
  - Preparation of risk and political analysis of sector budget supports.
  - Development of cooperation initiatives in the areas of expertise.
- Networking and coordination, by developing contacts with:
  - National authorities (line ministries and institutions), politicians and other relevant national and local stakeholders.
  - Representatives of the EU Member States (diplomatic missions, business associations).
  - Main EU partners and regional organisations.
  - Necessary counterparts for the implementation of the EU Human Rights Strategy and the EU Agenda for Action on Democracy Support.
  - The Delegation's Cooperation Section, in particular on governance-related programmes.
- Political dialogue by contributing to:
  - Advance and structure the EU's political dialogue with the Bolivian authorities and develop the necessary contacts with the Bolivian civil society and private sector.
  - The preparation and follow-up of the yearly EU Bolivia High-Level Dialogue by coordinating the preparatory working groups, in particular the group on Democracy/Human Rights (including justice as key priority).

### **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 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 at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function groups AD or AST as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the Union<sup>1</sup> or, where justified in the interests of the service, professional training of an equivalent level.<sup>2</sup>
- c) 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. Professional knowledge and experience**

Professional knowledge and experience in analysis and reporting in third countries (Embassy, international organization, NGO, etc.) is an advantage. Knowledge of EU institutions, related decisional processes, CFSP, EU external action and related EU external policies (geographic and thematic) of Latin America and relevant regional integration processes are an advantage.

##### **B. Skills**

- Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
- Have the ability to work in a team, to coordinate and to communicate effectively.
- Have solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

##### **C. Languages**

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<sup>1</sup> Regulation (EEC, Euratom, ECSC) No 259/68 of the Council of 29 February 1968 (OJ L 56, 4.3.1968, p.1) and successive amendments.

<sup>2</sup> <sup>2</sup> Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference, see: <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

- Knowledge of English (language used for report writing) and Spanish (language used for oral communication).

#### **D. Personal Qualities**

- Dynamic, motivated and flexible personality. Ability to adapt quickly to new situations and deal with new challenges.

#### **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

#### **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 (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 814.28 €/month)
- Living Condition Allowance in the case of SNE posted in Delegations (35% of the allowances)

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, schooling, etc. shall not be covered by the EEAS.

**Vacant available from: Immediately**

**For further information, please contact:**

[SNE-DELEGATIONS@eeas.europa.eu](mailto:SNE-DELEGATIONS@eeas.europa.eu)

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