

EEAS Vacancy Notice

Seconded National Expert in the Communication Policy and Public Diplomacy Division

Policy Officer, Cultural Diplomacy (SG.STRAT.1)

COST-FREE

AD level post

Job No 381297

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 post of a “cost-free” Seconded National Expert in the position of Policy Officer in the field of Cultural Diplomacy.

The successful candidate will join the Communication Policy and Public Diplomacy Division (SG.STRAT.1). The Division leads the European Union's communication and outreach on Foreign Affairs and Security Policy, as well as its external action more broadly. It aims at building awareness and support for the EU, its goals and activities among EU and external audiences and promoting the role of the EU as reliable global actor. It provides around-the-clock professional support to the HR/VP in all his public diplomacy activities. This includes integrated communication campaigns and media relations, web-based communication and social media, speeches, articles, graphic design and audiovisual materials.

The division provides tailor-made communications guidance and support to the EU's network of 144 Delegations and offices around the world, as well as to the EU's Common Security and Defense Policy missions and operations, and is responsible for allocating and ensuring proper control of communications budgets both at headquarters and in the field. It is also responsible for internal communications to EEAS staff.

Functions and Duties:

Under the authority of the Head of Division SG.STRAT.1 the Seconded National Expert is expected to perform the following tasks:

- Develop policy to enhance the external dimension of EU activity in the field of culture.
- Prepare policy, briefings and advice on cultural issues for senior officials, the High Representative/Vice President, EEAS hierarchy, European Commission.
- Develop and manage internal coordination in the EEAS (Headquarters and Delegations) in the field of culture.
- Coordinate and participate in the elaboration of outreach activities to promote uptake of new

initiatives in the field of cultural policy.

- Establish, develop and manage links with other services of the EEAS (geographical and thematic) and with EU institutions, in particular the European Commission (DG EAC, DG INTPA and DG NEAR).
- In the area of culture, contribute to the promotion of cultural activities through external financial instruments, in particular the Global Europe (NDCI) instrument.
- Participate in Council Working Parties (Culture), European Parliament Committees and other institutional bodies.
- Participate in inter-service consultation processes.
- Participate in and develop informal inter-service group on culture in external relations (EEAS, DG INTPA, DG NEAR, DG EAC).
- Participate as required in the preparation of meetings at senior level, including the Secretary General and deputy Secretary Generals.
- Build relations with European Cultural networks (notably EUNIC) and actors, and participate in the European Cultural Diplomacy Platform.

We look for:

The European External Action Service (EEAS) is seeking a dynamic, proactive and highly motivated colleague with strong analytical and networking skills to occupy the post of Seconded National Expert (SNE). The candidate should have a good understanding of EU policy-making and decision-making processes, and an understanding of inter-institutional relations as well as have relevant political experience in the proposed areas. The candidate will be working in a friendly and dynamic environment and contribute to the work of the Communications Policy and Public Diplomacy Division. He/she will have to work in an international and multicultural environment in close synergy with Member States and EU institutions.

Legal basis:

- This vacancy is to be filled in accordance with the 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 or, where justified in the interests of the service, professional training of an equivalent level.¹;

¹ 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>

- 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/SECRET-UE** 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 he/she 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 have:

- a professional experience of at least 5 years, preferably in the Ministry of Foreign Affairs in the field of culture;
- extensive knowledge and experience in the creative development of initiatives in the cultural field.
- good working knowledge of the EU (institutional) environment and instruments in the area of external and security policy;
- strong capacity to negotiate in a multi-cultural and inter-institutional environment;
- the ability to work pro-actively;
- the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required;
- the ability to work in a team, to coordinate and to communicate effectively;
- solid analytical capability as well as drafting and reporting skills.
- rapid grasp of problems and capacity to identify issues and solutions.
- thorough knowledge (capacity to write and speak) in English and French is required. Knowledge of Spanish would be considered as an asset;
- a dynamic, motivated and flexible personality. Able 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 staff and applicants. 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 which 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-HQ@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.

Duration of the secondment: 2 years, renewable up to 4 years in total

Vacancy available from: 01/01/2022

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu
