

EEAS Vacancy Notice

Seconded National Expert in the Gender and Diversity Team of the EEAS (SG.GENDER AND DIVERSITY)

Diversity and Inclusion Expert (SG.GENDER AND DIVERSITY)

COST-FREE

AD level post

Job No 380620

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 (SNE) on the position of Diversity¹ and Inclusion² Expert and Advisor.

The successful candidate will report to the EEAS Ambassador for Gender and Diversity, under the direct authority of the Secretary-General of EEAS. You will be a close collaborator with the senior management of EEAS, particularly the HR Division. In addition to jointly defining and setting up the D&I strategy with all relevant parts of the EEAS, you will contribute to the development, and support the inclusive culture of the organisation.

Functions and Duties:

Under the authority of the Ambassador for Gender and Diversity, the SNE is expected to perform the following tasks and responsibilities:

- Give strategic and operational advice on matters related to establishing the EEAS as an inclusive and diverse workplace including on sexual orientation, gender identities, disabilities or ethnicity.
- Create a strategy and long-term roadmap in the field of Diversity and Inclusion in the EEAS in close cooperation with the HR division and all other relevant stakeholders in EEAS and the EC.
- Ensure that the diversity agenda is successfully implemented and in line with the EEAS policy framework and the EU political objectives and priorities. Present recommendations on strategic objectives of the program to recognize and promote inclusion and diversity.
- Proactively develop and implement programs and initiatives, plans, partnerships, activities and trainings that both promote diversity, inclusion, and equity.

¹ Working definition Diversity is the range of people in our workforce. For example, this might mean people with different ages, religions, gender identities, sexual orientation, social backgrounds, ethnicities, people with disabilities, and both men and women.

² Working definition Inclusion: the degree to, and means by which, the perspectives and needs of all those affected by decision-making processes are represented, heard, and meaningfully integrated into our organisation's processes.

- Identify and present evidence-based best practices in recruitment, retention and promotion of a diverse, engaged workforce.
- Actively engage with multilateral, regional and bilateral partners as well as civil society and academia when identifying best practice and gaps.
- Partner with the Human Resources division to develop and implement recruiting and hiring strategies to attract employees from diverse backgrounds.
- Replace and represent the Ambassador on Gender & Diversity in the Task Force on Equality of the Commission on matters related to diversity.
- Review current practices and policies, assessing and analysing the extent to which they support or hinder the organisation's objectives on diversity goals.
- Advocate for underrepresented categories. Provide support and direction for training initiatives on cultural awareness, gender-related differences, and diversity of thought to build a climate of equity and inclusion and increase awareness and support of D&I while maintaining compliance with applicable laws.
- Collect and analyse statistical data to evaluate the organisations personnel in relation to diversity standards and objectives.
- Develop, maintain and monitor diversity benchmarks and report results. Leverage analysis to identify trends, insights, and gaps and identify areas of opportunity with the greatest impact and propose measures for improvement, in order to drive accountability to achieve D&I goals.
- Develop and conduct internal, as well as external presentations, including training.
- Actively engage with EUDELs on matters related to Diversity & Inclusion.
- Perform ad-hoc tasks as appropriate, upon instruction of the Ambassador for Gender and Diversity

We are looking for:

The European External Action Service (EEAS) is seeking a dynamic, proactive and highly and self-motivated colleague with strong analytical, networking and communication skills to occupy the post of Seconded National Expert (SNE). In addition, we seek a team-player, who understands the challenges of working in a political environment and a multilateral context as well as having good ability in prioritising tasks.

The candidate should have a thorough knowledge of developments in the field of Gender Equality, Diversity and Inclusion, as well as a solid understanding of EU policy-making and decision-making processes. The candidate preferably possesses an understanding of inter-institutional relations as well as 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 SG Gender team. 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 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.³;
- 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:

A. Professional knowledge

- Have a professional experience of at least 5 years, preferably in the Ministry of Interior/Police, Foreign Affairs, Defence, Police, Military or Justice area or;
- Have extensive knowledge of at least one of the above mentioned policy areas are required. Good working knowledge of the EU (institutional) environment and instruments in the area of external and security policy. Proven reporting and analysing capacity.
- Have a professional experience of at least 5 years working for diversity regarding at least one of the following areas; different ages, religions, gender identities, sexual orientation, ethnicities or disabilities.

B. Education and Training

³ 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>

Have a Master's Degree, preferably in International Relations, Human Resources, Political Science, Human Rights or Gender Studies.

C. Skills

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required.
- Have the ability to work in team as well as independently when required, 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.

D. Languages

- A thorough knowledge (capacity to write and speak) in English (main working language) and French is required.

E. Personal Qualities

- Be dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges, including missions in conflict and crisis areas.

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: 01/12/2021

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu
