

EEAS Vacancy Notice

Seconded National Expert in the Gender and Diversity Team of the EEAS

Stakeholder and Information Management Expert (SG.GENDER AND DIVERSITY)

COST-FREE

AD level post

Job No 380622

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 Advisor and Expert on Stakeholder and Information Management

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. In addition to jointly defining and setting up the D&I strategy with all relevant parts of the EEAS in particular the HR Division, 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:

- Facilitate and enable that the perspectives of all relevant groups of staff, in all their diversity, will be taken into account in EEAS decision-making and broader policy making.
- Actively contribute towards fostering an enabling and inclusive work environment which promotes diverse teams and upholds the highest standards of zero tolerance for any form of misconduct.
- Conduct a mapping exercise of all relevant external stakeholders in the field of diversity, equality and inclusion, and promote and strengthen the EEAS relationship in these fields with all relevant partners, including other EU institutions.
- Organise meetings with relevant parties, both within and outside of EU institutions, with the purpose of defining joint objectives and interests in the area of diversity and inclusion, and provide guidance to medium and longer term strategies, as well as participate in and report on relevant coordination meetings and interagency coordination bodies;
- Develop and contribute to an internal communication strategy and implementation plan that reflects EEAS values and objectives regarding gender equality, diversity and inclusion;

- Ensure the coherence of communication instruments and material produced in support of the gender equality and diversity goals, including identifying creative and inclusive ways to communicate results, in close cooperation with the Communications division.
- Provide strategic, gender-responsive advice and support for the preparation of internal communication as well as anticipate, identify and suggest opportunities to promote success/progress consistent with EU objectives
- Stay informed of ongoing developments, research as well as best practices and innovative approaches to maximise diversity within EEAS.
- Provide regular written feedback on current developments and trends, keeping in mind their relevance to day-to-day activities in EEAS.
- Monitor and assess the progress achieved within EEAS in the area of gender equality and diversity, and propose benchmarking measures
- 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 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:

A. Professional knowledge

- Have a professional experience of at least 10 years, preferably in the Ministry of Interior/Police, Foreign Affairs, Defence or in the Police, Military or Justice area or;
- Have a professional expertise of at least 10 years in communication and information management.
- Have proven professional experience in analysing and assessing diverse and large amounts of information.
- A master's degree in one of the following areas: International Relations, Communication/Information, Politics, Security Studies, Human Rights, Development Studies or Gender Studies
- Have extensive knowledge from 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.

B. Education and Training

Have a Master's Degree, preferably in International Relations, Political Science, Human Rights, Gender-, Security-, Development or Humanitarian 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.
 - Proven experience in public speaking and facilitating gender equality capacity building, including training

D. Languages

- A thorough knowledge (capacity to write and speak) in French and English 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
