

## **EEAS Vacancy Notice**

### **Seconded National Expert in the Managing Directorate for Europe (EUROPE)**

#### **Policy Officer, Western Balkans / South East Europe division (EUROPE.2)**

**COST-FREE**

**AD level post**

**Job No 350695**

#### **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 on the position of Policy Officer in the Western Balkans / South East Europe Division, EUROPE.2.

Under the authority of the Head of Division, the Seconded National Expert is expected to perform the following tasks:

- Drafting of briefings, reports, press releases and other documents concerning all areas of responsibility;
- Maintain close contacts with Western Balkans representatives and international bodies involved in the topics covered;
- Maintain close contacts at HQ and in the field with services of the EEAS, the European Commission and Member States working on Western Balkans in the related fields of responsibility;
- Liaise with appropriate international and WB institutions, EU MS and Western Balkans partners, as well as with civil society, in taking forward the above tasks;
- Support EU Western Balkans policy development and implementation in the area of reconciliation and transitional justice including on war crimes, inter-religious dialogue and cultural issues;
- Contribute to follow-up to FAC discussions on enhancing political and security cooperation with the Western Balkans including coordination and liaison with relevant services in taking forward concrete initiatives;
- Geographical coordination on justice and home affairs issues as regards the Western Balkans;
- Contribute more broadly to EU policy towards the Western Balkan region: analysis, reporting, policy development, including on specific country-related portfolios as required.

## **We are looking 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 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.<sup>1</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/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.

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<sup>1</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>

## **Selection criteria:**

### **Candidates should:**

#### **A. Professional knowledge**

- Have a university diploma in international relations, political science, law, economy or other related field
- Have experience of at least 5 years in the above mentioned areas at institutional level, analysis and reporting in third countries (embassy, international organization, NGOs, etc.); knowledge of EU institutions, related decision-making processes, EU external action and related EU external policies (geographic and thematic) including CFSP-CSDP and previous experience in the Western Balkans region are strong assets.

#### **B. Skills**

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required.
- Have strong capacity for teamwork, including coordination and communication skills.
- Have solid analytical capability as well as well-developed drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions. Strong capacity to work effectively under time constraints and to produce high quality written briefing contributions at short notice.

#### **C. Languages**

- Have thorough knowledge (capacity to write and speak) in English as well as a working knowledge of French is required. Knowledge of Western Balkan languages is an asset.

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

- Be dynamic, with a motivated and flexible personality. Highly developed diplomatic skills and utmost discretion are required. Capacity and readiness to handle large volumes of complex and sensitive work in a timely manner is essential. Readiness to adapt quickly to new situations and deal with new challenges, and to travel at short notice, are important.

## **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](mailto: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:** Immediately

**Place of secondment:** Brussels, Belgium

**For further information, please contact:**

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

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