

EEAS Vacancy Notice

COST-FREE

Seconded National Expert

Delegation of the European Union to Tunisia

AD level post

Job No 179942

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 at the **EU Delegation to Tunisia** as a “cost free” secondment, i.e. salary, insurances, accommodation, schooling and other costs are to be paid by the EU MS as appropriate.

Overall purpose : Under the direct supervision of the Head of Section, he/she will assist in the implementation of the EU-Tunisia Association Agreement, policy development and analysis, political monitoring and reporting, with specific focus on the democratic transition in Tunisia.

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) to the **EU Delegation to Tunisia**.

The expert will:

Implementation of the EU-Tunisia Association Agreement:

- Provide support in the organisation of the diverse Sub-Committees, the Association Committee, preparing meetings, contributing to briefings, and organisation of tripartite meetings with the civil society.

Policy development, analysis, monitoring and reporting:

- Collect and analyse information on political developments in Tunisia with particular emphasis on strengthening the role of democratic institutions, supporting the role of civil society in the political and public life, and efforts to promote gender equality, good governance, democracy and human rights. Collect information on the thematic issues (to be specified), and draft and contribute to the regular political reporting of the Delegation.
- Assist the Head of Section with the preparation and reporting on meetings and events related to institutional and political actors and civil society.
- Prepare regular briefings and media updates upon request.

Representation and participation

- Under the supervision of the Head of Section, maintain network of contacts with political actors, relevant civil society organisations, national authorities, member states representatives, third country embassies and other relevant domestic and international organisations/institutions.

- Assist in the preparation of EU coordination meetings under the supervision of the Head of Section. Prepare and assist with missions from Headquarters (EEAS/Commission and the European Parliament).

External communication

- Prepare and perform presentations on the European Neighbourhood Policy and other policies and activities of the EU.
- Assist with implementing the communication strategy of the Delegation.

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 Decision 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:

- Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;
- 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 Union¹ or, where justified in the interests of the service, professional training of an equivalent level.
- Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties.
- Have a security clearance of minimum level **EU-SECRET** for the functions that he/she will carry out.
- Remain in the service of the employer throughout the period of secondment and shall be paid by that employer.
- 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
- 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

Experience of at least **3 years** in the above-mentioned areas at institutional level, analysis and reporting; in third countries (Embassy, International organization, NGO, etc.). Knowledge of EU institutions, related decisional processes, CFSP-CFSD, JLS, EU external action and related EU external policies (geographic and thematic); of geographic area in question and relevant regional integration processes

B. Skills

- Capacity to work and communicate under time constraints in an international diplomatic, multilingual and multicultural environment. Capacity to communicate technical or specialised information and to advise senior members of government, or diplomatic actors as well as civil society and security actors. Ability to work within the digital context and strategic communications are assets.
- Teamwork, coordination and communication skills as well as a flexible and hands on attitude.

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>

- Experience in leading strategic policy development processes; solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions. Experience in negotiations

C. Security

HEAT (Hostile Environment Awareness Training) training is **recommended** for this posting

D. Health

The SNE must be fully vaccinated against Covid-19

E. Languages

Excellent knowledge (capacity to write and speak) in English and French is required. EN and FR are necessary to work with EEAS HQ. Knowledge of Arabic is a strong asset.

F. Personal Qualities

Dynamic. Motivated and flexible personality that is able to work proactively and in teams within a multi-cultural environment.

G. 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.

H. 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 (possibility of extension)

The EEAS will cover security and missions costs incurred by the SNE posted in the EU Delegation.

Other costs such as removal costs, salary, insurance, accommodation, schooling, etc. shall not be covered by the EEAS.

Available: 01/04/2022

For further information, please contact: SNE-DELEGATIONS@eeas.europa.eu