

EEAS Vacancy Notice

Seconded National Expert in the Directorate for Eastern Europe and Central Asia (EURCA)

Policy/Desk Officer, Regional Eastern Partnership, Regional Cooperation and OSCE Division (EURCA.1)

COST-FREE

AD level post

Job No 391778

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.

EURCA.1 is the division responsible for the management of the Eastern Partnership multilateral dimension, regional cooperation in its Northern and Eastern neighbourhood (Northern Dimension, Baltic, Barents and Black Seas) and the EU's relations with the Organisation for Security and Cooperation in Europe (OSCE).

We propose:

The post of a "cost-free" Seconded National Expert on the position of Policy/Desk officer for the Eastern Partnership and support to the regional cooperation. The position is within the Eastern Partnership team of EURCA1.

Under the direct supervision of the Head of Division:

- The successful candidate will coordinate the development, management, monitoring and evaluation of EU policies regarding the multilateral Eastern Partnership policy and multilateral relations with the Eastern Partnership countries.
- He/she will ensure links with other regional initiatives and contribute to the definition and implementation of EU policies concerning the regional cooperation.
- He/she will also draft policy documents, follow up policy proposals and contribute to the coordination of activities and high-level events within the Eastern Partnership architecture including the EaP summit, Foreign Ministers and sectoral ministerial meetings.
- The SNE will need to maintain good relations with other Divisions within the EEAS, European Commission services, EU Member States, diplomatic missions, civil society and other external actors, and represent the division in relevant Council working groups, European Parliament, and other relevant meetings;
- The SNE will contribute to the setting-up, implementation, monitoring and evaluation of information, communication and publications strategies. He/she will prepare briefings, speeches, statements, relevant correspondence, and other issues concerning EU multilateral cooperation with EaP countries.

We are looking for:

The European External Action Service (EEAS) is seeking a dynamic, proactive and highly motivated colleague with strong analytical, drafting and communication 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 EaP team/EURCA.1 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;
- 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.

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>

Selection criteria:

Candidates should:

Education and Training:

- University diploma law, political science, economy, business administration or any other related issue

Professional knowledge

- Have proven professional experience of at least 3 years including in EU external relations and have demonstrated good political judgment.
- Have solid knowledge of the Eastern Neighborhood region and the eastern Partnership policy
- Have an excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- Have excellent knowledge of external relations, internal policies and functioning of the Union.

A. Skills

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment;
- Have strong analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions;
- Have high motivation, resilience, flexibility and good interpersonal skills, as well as willingness to work in good team spirit while remaining able to work independently;

B. Languages

- Excellent drafting skills in English. Knowledge of French language is a strong asset. Knowledge of Russian language is an asset.

C. Personal Qualities

- Be dynamic and resilient. Motivated and flexible personality able to adapt quickly to new multilingual environment.

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: Immediately

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu
