

EEAS Vacancy Notice

Seconded National Expert in the Directorate for Americas

Policy Officer, Regional Affairs Division (AMERICAS.1)

COST-FREE

AD level post

Job No 252456

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 Americas Regional Affairs Division, AMERICAS.1

The successful candidate will join the AMERICAS Regional Affairs Division, which is responsible for the coordination of EU relations with Latin America and the Caribbean (LAC) at regional and thematic level. This includes the relations with regional organisations and groups, such as the Community of Latin American and Caribbean countries (CELAC), the Pacific Alliance and the Ibero-American Summit process. The division is also handling the relations with the Organisation of American States (OAS). The tasks of the division include the provision of expert input and the coordination of thematic cooperation with LAC (including climate change and environment, digital agenda, drugs and security, migration, social cohesion, democracy and human rights and gender issues). It also coordinates on health and COVID-19 related issues and carries out horizontal tasks for the Americas department such as the relations with the European Parliament, election observation issues and briefings having a horizontal/regional content as well as supporting the COLAC Chair. The division is also responsible for the follow-up of programming under the Neighbourhood, Development and International Cooperation Instrument (NDICI-Global Europe) and for coordinating the preparation of actions funded from the Partnership Instrument (PI) in the Americas.

He/she will:

- Support, in an expert function, the work of the Americas Regional Affairs division
- Provide specific support to the COLAC Chair (see below)

Functions and Duties:

Under the authority of the Head of Division Americas.1, and in close cooperation with the COLAC Chair, the Seconded National Expert is expected to perform the following tasks:

- Support the EEAS Permanent Chair of the Council's Working Group for Latin America and the Caribbean (COLAC), in the effective running and follow-up of COLAC's work, including the drafting of

agendas, preparation of meetings, drafting of reports and liaising with the Council Secretariat and COLAC members as well as other tasks relating to the well-functioning of the Working Group;

- Contribute to the definition and implementation of EU political objectives, priorities and policies vis-à-vis Latin America and the Caribbean (LAC) at bi-regional/regional level;
- Monitor, analyse and assess relevant political, economic and sectoral developments in the LAC region in the area/s of responsibility, identifying implications for EU priorities and interests.
- Contribute to and draft briefing notes, reports, assessments, analysis, draft policy decisions/suggestions in the area of competence.
- Follow and act as liaison for the Iberoamerican Summit process
- Maintain close contact with relevant services within the EEAS, and other EU institutions and services, including Commission, EP, and the General Secretariat of the Council for the purpose of the assigned tasks
- Maintain contacts with authorities in regional organisations and partner countries, in particular with the diplomatic missions in Brussels.
- At division level, cooperate closely with other policy officers and team members and ensure effective back-up within the division 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 contribute to the work of the Americas department. 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 a university diploma in Law, Economics, International Relations or similar area.
- c) Have Diplomatic experience of at least 3 years, equivalent to those of function group 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 level¹ in the above mentioned areas, analysis and reporting, including communication. First-hand knowledge of (countries) in the region and/or

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 of serving in a diplomatic mission abroad in Latin America and the Caribbean, or in the Latin America and Caribbean Department in capital, would be an asset.

- d) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties;
- e) Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that he/she will carry out;
- f) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;
- g) 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;
- h) 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

Expert knowledge of the Latin America and Caribbean region, including the political, economic and social situation of the countries in the region as well as relevant regional integration processes and trade and association agreements between Europe and LAC. Good knowledge of EU external action and related EU external policies (geographic and thematic) in Latin America and the Caribbean; knowledge of EU institutions and related decisional processes, in particular Council Working Groups as well as EU Foreign and Security Policy. Detailed knowledge of Member State foreign policies with regard to Latin America would be an asset.

B. Skills

- Ability to work and communicate information and ideas clearly and to judge the impact of decisions under time constraints in an international diplomatic and multilingual environment.
- Teamwork. Coordination and communication skills. Ability to work in a multi-cultural environment with a wide range of stakeholders in the EEAS, the European institutions, EU Delegations, EU Member States, EU Missions, civil-society organisations, cultural organisations, think tanks and the private sector.
- Have solid analytical capability as well as excellent drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions. Capacity to assure quality, speed and accuracy in performing a diversity of tasks in a complex, multicultural environment. Sound political judgement.
- Ability to coordinate the work of a small team. Attitude to work in a constructive manner with other services.

C. Languages

- Excellent speaking and drafting skills in English and Spanish are essential. French and/or Portuguese language skills would be a strong asset.

D. Personal Qualities

- Be dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges. High standard of ethics and sense of public service.

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: 1 September 2022

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu
