

## **EEAS Vacancy Notice**

### **Seconded National Expert in the Directorate for Eastern Europe and Central Asia**

#### **Policy Officer, Ukraine Division (EURCA.2)**

**COST-FREE**

**AD level post**

**Job No 401884**

#### **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 for the position: Desk officer for Ukraine in the Directorate for Eastern Europe and Central Asia, in EURCA.2, the Ukraine Division. The Division covers EU bilateral relations with Ukraine.

The successful candidate will work under the supervision of the Head of Division, in close cooperation with the respective EU Delegation and in consultation with other EEAS divisions/departments, relevant services of the Commission, and international organisations.

#### Functions and Duties:

- Monitor and analyse the developments in Ukraine (political, security, social and economic); follow-up as appropriate;
- Contribute to develop and implement EU policies towards Ukraine, including in the context of EU' EU's response to Russia's war of aggression and in the context of the implementation of the EU-Ukraine Association Agreement;
- Coordinate, organise and maintain relations with other divisions within the EEAS, Ukrainian authorities, the Member States, EU institutions as well as with civil society, business and/or other actors;
- Prepare briefings, speeches, statements, lines to take and drafting strategy papers as well as contribute to the preparation of high level visits as required;
- Participate in in relevant Council working groups, European Parliament, and other relevant meetings.

## **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 experience in the proposed areas. The candidate will be working in a friendly and dynamic environment and contribute to the work of EURCA.2. 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:**

Knowledge and Experience:

- Ability to maintain diplomatic relations and to ensure representation and communication in a complex, multicultural environment;
- capacity to create constructive working relations in the field of external relations with national authorities, international organisations and EU Member States;
- proven experience in political analysis and reporting;
- have knowledge of external relations, internal policies and functioning of the Union;
- have the ability to communicate clearly on complex issues and the capacity to perform with accuracy and in a flexible manner a diversity of tasks in a complex institutional environment;
- have strong service attitude;
- have geographical knowledge and/or experience of the Eastern Partnership region;

Furthermore, the following would be strong assets:

- Knowledge of the Ukrainian and/or Russian language;
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience in working with or within other EU institutions.

### **A. Professional knowledge**

- Have a professional experience of at least five years, preferably in the Ministry of Foreign Affairs, Development Cooperation, Economy, Finance or Justice;
- Have extensive knowledge of the above mentioned policy areas, including analytical capacities, and diplomatic representation. Good working knowledge of the EU (institutional) environment and instruments in the area of external and security policy. Proven reporting and analysis capacity.

### **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 the ability to work in teamwork, 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.

### **C. Languages**

- A thorough knowledge (capacity to write and speak) in French and English is required. Knowledge of the local language(s) 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, including missions in conflict area.

## **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 Article 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](mailto:SNE-HQ@eeas.europa.eu)

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