

EEAS Vacancy Notice

Seconded National Expert to the office of the Deputy Secretary-General for Economic and Global Issues

Political Assistant to the Deputy Secretary General (DSG ECO)

COST-FREE

AD level post

Job No 402536

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.

The office of the Deputy Secretary-General for Global and Economic Issues (DSG ECO) comprises a small team of policy assistants and administrative assistants. In close coordination with all geographical departments, we work on key thematic and horizontal policies of EU external action, such as international cooperation and sustainable development, multilateral relations, democracy and human rights, economic issues, global health, connectivity, digital transition, climate change and green transition, migration and human security.

We propose:

The post of a "cost-free" Seconded National Expert on the position of Political Assistant to the Deputy Secretary General for Economic and Global Issues.

The Political Assistant will be tasked to assist and support the DSG in the formulation, communication and implementation of external policies under her authority and, as appropriate, in supervising and implementing all administrative issues as required.

We look for:

A highly motivated individual to carry out the following tasks under the supervision of the Deputy Secretary-General for Economic and Global issues:

- Support the DSG on key policy areas and in her daily work: prioritise work and commitments; coordinate, review and draft briefing material; attend and follow up on meetings; prepare speaking material; accompany the DSG to meetings and on missions abroad as and where necessary;
- Ensure follow up on work within the Directorates and MD under the DSG's responsibility through allocating and assigning tasks; managing and coordinating delivery and output;
- Provide policy advice and input on specific files;
- Attend and manage meetings, on the DSG's behalf where appropriate, and ensure their follow-up;
- Liaise with the office of the EEAS Secretary General, offices of other Deputy Secretary Generals, Cabinet of the HRVP and other senior management in the EEAS and Commission as appropriate;
- Liaise with Member States' representatives in Brussels;
- Develop and maintain a network of contacts across the institutions and in Brussels.

We are looking for:

We seek a dynamic, proactive and highly motivated colleague with strong analytical and organisational 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 areas under the Deputy Secretary-General's authority. The candidate will be working in a busy, friendly and dynamic environment and contribute to the daily work of the Deputy Secretary-General. The candidate 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.

Selection criteria:

Candidates should:

- Have an excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- have an excellent capacity to create constructive working relations with national authorities, international organisations and EU Member States;

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>

- have strong drafting, communication and analytical skills combined with sound judgement;
- have excellent knowledge of external relations, internal policies and functioning of the Union;
- have knowledge and/or proven experience in the key areas of development policies;
- have knowledge and/or proven experience of working with global and multilateral issues;
- have a good understanding of the functioning of the EEAS and other EU institutions, in particular the European Commission.

Furthermore:

- Experience related or relevant to connectivity, trade and economic policy, and/or international financial institutions;
- Experience of working in an Embassy, a Delegation (or equivalent);
- Experience of working in a team in multi-disciplinary and multi-cultural environment;
- Experience of negotiations and communication, and
- Excellent knowledge of both English and French language

Would be considered as assets.

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 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
