

EEAS Vacancy Notice

Seconded National Expert in the SG Gender and Diversity Team

Policy Analyst on Gender & Diversity

COST-FREE

AD level post

Job No 380622

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 (SNE) on the position of Policy analyst on Gender and Diversity.

The successful candidate will report to the EEAS Ambassador for Gender and Diversity, under the direct authority of the Secretary-General of the EEAS. The main responsibilities will include the mainstreaming of gender and diversity in the EU external action and, in particular, contributing to the development of the EEAS Diversity & Inclusion strategy.

Under the authority of the Ambassador for Gender and Diversity, the SNE is expected to perform the following tasks and responsibilities:

- Collect data and information, and conduct analysis thereof, related to the files EEAS Ambassador for Gender and Diversity;
- Monitor and assess the qualitative and quantitative progress achieved within EEAS in the area of gender equality and diversity, in line with the existing requirements and indicators in the relevant action plans, notably the EU Action Plan on WPS and the EU Gender Action Plan (GAP) III;
- Support the EEAS Team on Gender & Diversity with up-to date analysis and assessment;
- Stay informed about ongoing developments, research as well as best practices and innovative approaches to maximize gender equality and diversity within the EEAS as well as in its external action;
- Provide regular written assessments on current developments and trends, keeping in mind their relevance for day-to-day policy actions of the EEAS;
- Conduct a mapping exercise of all relevant external stakeholders in the field of diversity and inclusion, and promote and strengthen the EEAS relationship with all relevant partners, including other EU institutions;
- Develop and contribute to an internal communication strategy and implementation plan that reflects EEAS values and objectives regarding Gender Equality, Diversity and Inclusion;

- Facilitate the coherence of internal and external communication instruments and material produced in support of the Gender Equality and Diversity goals, including identifying creative and inclusive ways to communicate results;
- Provide strategic, gender-responsive advice and support for the preparation of meetings, events and internal and external communication and anticipate, identify, suggest opportunities to promote success/progress consistent with EU objectives;
- Actively contribute to fostering an enabling and inclusive work environment which promotes diverse teams and upholds the highest standards of zero tolerance for any form of misconduct;
- Prepare briefings and background information for senior leadership on key gender and diversity policy streams;
- Perform ad-hoc tasks upon instruction of the Ambassador for Gender and Diversity.

We are looking for:

The European External Action Service (EEAS) is seeking a dynamic, proactive and highly self-motivated colleague with strong analytical, networking and communication skills to occupy the post of Seconded National Expert (SNE). A team-worker, who understands the challenges of working in a political environment and a multilateral context.

The candidate should have a thorough knowledge of developments in the field of Gender Equality, Diversity and Inclusion, as well as a solid understanding of EU policy-making and decision-making processes. The candidate preferably possesses an understanding of inter-institutional relations as well as 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 SG Gender and Diversity team. 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;

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>

- 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:

A. Professional knowledge

- Have a professional experience of at least 5 years, preferably in the Ministry of Interior, Foreign Affairs, and Defence or in other relevant parts of the public administration of EUMS;
- Have proven professional experience in analysing and assessing diverse and large amounts of information;
- Hold a master's degree in one of the following areas: Gender Studies, International Relations, Communication/Information, Politics, Social (Development) Studies or Human Rights. Have extensive knowledge about at least one of the above mentioned policy areas. Good working knowledge of the EU (institutional) environment and instruments in the area of external and security policy. Proven reporting and analytical capacities.

B. Education and Training

- Academic education (see above). Additional (on the job) training in personnel management is a plus.

C. 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 a team as well as independently when required, to coordinate and to communicate effectively;
- Have a solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions. Preferably proven experience in public speaking and in facilitating gender equality capacity building, including training.

D. Languages

- A thorough knowledge (capacity to write and speak) in French and English is required.

E. Personal Qualities

- Be dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges, including missions in conflict and crisis areas.

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
