

EEAS Vacancy Notice

Seconded National Expert in the Strategic Communication and Foresight Directorate (STRAT) Information and Communication Officer Strategic Communication, Task Forces and Information analysis division (STRAT.2)

COST-FREE

AD level post

Job No 302748

We are:

The European External Action Service (EEAS) supports the work of the High Representative in defining and implementing an effective and coherent EU foreign policy. The EEAS supports his tasks of conducting the EU's Common Foreign and Security Policy and 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 Member States, the Council and relevant services of the European Commission.

The EEAS Strategic Communications 2: Task Forces and Information Analysis Division¹ provides strategic communication support in the implementation of EU foreign and security policy in related priority regions (Southern and Eastern Neighbourhood, the Western Balkans) by developing and implementing specific strategic communication actions focused on advancing EU policies, values, objectives and interests.

The Division also plays a leading role in addressing disinformation and foreign manipulative interference by implementing the Action Plan against disinformation (JOIN(2018) 36 final), European Democracy Action Plan (COM/2020/790 final) and relevant Council Conclusions, which outline and call for concrete actions to bolster EU capabilities to detect, analyse and expose disinformation and strengthen coordinated and joint responses between the Union and Member States.

The Division also conducts awareness raising campaigns about the harmful impact of disinformation and contributes to the development of effective policy responses in the EU and at the international level. It manages the EU's Rapid Alert System and works closely with other EU institutions and agencies to implement relevant policy initiatives tackling disinformation. The Division and its Task Forces contribute to effective and fact-based strategic communication and the strengthening of the overall media environment and civil society in the regions it covers.

We propose:

The post of a “cost-free” Seconded National Expert on the position of “Information and Communication Officer”.

The successful candidate for the position of **information and communications officer** will be based within the EEAS Strategic Communications and Information Analysis Division (STRAT.2), **Western Balkans** Task Force. She/He will work to enhance overall EU communication efforts towards the Western Balkans region.

¹ https://eeas.europa.eu/topics/countering-disinformation/105460/tackling-disinformation-information-work-eeas-strategic-communication-division-and-its-task_en

She/He will work in close coordination with the relevant policy divisions of the EEAS, the European Commission (DG NEAR), the EU Delegations, the Spokesperson's Service and EU member state communications experts

Functions and Duties

The Seconded National Expert is expected to perform the following tasks:

- Assistance to EU Delegations in the development of coherent and focused strategic communications action plans targeting priority audiences;
- Coordination of campaigns and communications projects (including in local languages) on specific issues and priorities;
- Drafting and coordination of implementation of communication action plans for specific countries, including advising on content;
- Developing EU narratives to communicate the EU policies, values and interests in the Western Balkans region;
- Ensuring that relevant pages on the EEAS website and the Intranet contain accurate and up to date information, including impact stories, and serve their purpose as a channel for strategic communication for EU audiences;
- Promote closer cooperation and synergies between the EEAS and the EU institutions in their efforts towards effective EU strategic communications in the Western Balkans;
- Assist in drafting internal briefings and other related tasks supporting the communication of the EU's policies and values in the Western Balkans region;
- Support other functions of the Task Force and of the EEAS Strategic Communications Division.

We are looking for:

The European External Action Service (EEAS) is seeking a dynamic, proactive and highly motivated colleague with strong analytical, project management and networking skills to occupy the post of Seconded National Expert (SNE).

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:

A. Professional knowledge

- Candidates for this post should:
- have completed university studies of at least three years attested by a diploma;
- have the capacity to work in languages of CFSP and external relations necessary for the performance of their duties;
- have at least five years of relevant professional experience in communications, media and information analysis, preferably in the international context;
- be a national of one of the Member States of the European Union and enjoy full rights as a citizen.

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 solid analytical and drafting skills. Rapid grasp of problems and capacity to identify issues and solutions. Creativity and flexibility would be valuable assets.
- Have experience of independently leading and managing projects, including external partners and contractors;

^[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 hands-on knowledge in developing and/or training expeditionary capacities monitoring and analysing the threats of disinformation and foreign manipulative interference in an operational context;
- have capacity to create constructive working relations in the field of external relations with national authorities, international organisations and EU Member States;
- have the ability to communicate clearly, both in writing and orally, on complex issues and the capacity to perform with accuracy and in a flexible manner a diversity of tasks in a complex institutional environment;
- be able to coordinate (ad hoc) teams (also for projects and missions);

C. Languages

Thorough knowledge of English or French (excellent capacity to write and speak). – Knowledge of one of the Western Balkans languages, 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.
- Have the ability to work in a team, to coordinate with other teams and to communicate effectively.

Furthermore:

- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience in working with or within other EU institutions;
- experience of working on high impact communication;

would be considered as strong 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 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: 1 year, 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
