

EEAS Vacancy Notice

Seconded National Expert in the Directorate for Eastern Europe and Central Asia (EURCA)

Policy Officer, Regional Eastern Partnership, Regional Cooperation and OSCE (EURCA. 1)

COST-FREE

AD level post

Job No 373110

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 / Policy Officer for the Eastern Partnership.

The successful candidate will join the **Regional Eastern Partnership, Regional Cooperation and OSCE Division** in the Managing Directorate for Eastern Europe and Central Asia. The Division manages the multilateral dimension of the Eastern Partnership, oversees the EU's regional cooperation with its Northern and Eastern neighbourhood, and coordinates the EU's relations with the Organisation for Security and Cooperation in Europe (OSCE).

Functions and Duties:

Under the authority of the Head of Division, the Seconded National Expert will be responsible for monitoring the implementation of existing EU policies in the areas of Eastern Partnership (EaP) and OSCE - European security architecture. He/she will be expected to perform the following tasks:

- Contribute to the development and implementation of the Eastern Partnership policy and its multilateral dimension, including through the preparation of and follow up to Eastern Partnership Summits, annual Foreign Minister meetings and other Ministerial meetings and events, and the elaboration of inputs for policy documents, as appropriate;
- Contribute to the effective functioning of the multilateral architecture by providing horizontal and institutional guidance, preparing briefing material for EEAS representatives at these meetings and ensure follow up action, and overseeing the multiannual and annual programming of development coordination in the Eastern Partnership;
- Coordinate policy inputs from within the EEAS and from Commission services, and follow-up policy proposals through the inter-institutional decision-making process, including adoption by the High Representative and Commission, European Parliament and/or Council of the European Union;
- Liaise and build alliances with EaP stakeholders and third country authorities and their representatives in Brussels, assist in the representation of the EU in high-level meetings with third countries where the Eastern partnership is discussed by providing briefings for the High

Representative/Commissioner and/or senior officials involved and prepare interventions, and represent the EEAS, as appropriate;

- Contribute to the setting-up, implementation, monitoring and evaluation of information, communication and publications strategies and materials, and to a smooth flow of information within the Directorate and EEAS at large;
- Follow-up to the implementation of the Association Agreements with Georgia, Ukraine and Moldova, prepare and organise subcommittees;
- Contribute a back-up to the formulation and implementation of the EU's policies towards the OSCE, including as regards the preparation of high-level meetings and the annual Ministerial Council, and the monitoring of the European security situation.

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 MD EURCA. 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;
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;

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>

- 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 Ministries of Foreign Affairs or International organisations.
- Have extensive knowledge of the Eastern Partnership region. Good working knowledge of the EU (institutional) environment and instruments in the area of external and security policy. Proven reporting and analysis capacity.
- Experience, including previous postings, in the region would be an asset

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 English and language capacity in French are 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 the region.

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 2023

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu
