

EEAS Vacancy Notice

Seconded National Expert in the Office of the Secretary General of the EEAS

COST-FREE

AD level post

Job No 357320

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) in the Office of the Secretary General of the EEAS. The Office oversees the daily work of the EU foreign and security policy, as well as thematic and geographical departments focusing on advancing EU policies, values, objectives and interests in coordination with the Deputy Secretary Generals for Economic and Global issues, Political Affairs and CSDP and Crisis Response.

The expert will work in a dedicated team supporting the EEAS overall efforts in relation to EU Foreign Policy and horizontal issues. He/she will work closely with relevant policy and geographical Divisions of the EEAS, the EU Delegations and the expert's community, Member States representatives, European Commission and the Spokespersons Service.

Functions and Duties:

The SNE, in co-operation with the relevant actors, will contribute to the EEAS overall coordination and horizontal issues. The SNE will advise and work more specifically on the following:

- Develop and facilitate EEAS strategic policy-making incl. helping to ensure overall policy coherence through cross-checking and cooperation with all relevant actors within the EEAS, and when relevant, with other EU institutions;
- Enhance the EEAS overall foresight and analysis capacity e.g. analyses on emerging trends and topics of strategic and political relevance for the EU through dedicated notes, regular digests of contributions by opinion shapers to the EEAS Senior Management; or flash analytical notes on major developments and events ;
- Liaise with EEAS geographical and thematic departments concerned, including participating in meetings or organizing brainstorming events that help to promote coherence in policy making within the EEAS;

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).

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 a university diploma in political or social science, economy, law, business administration or any other related field
- c) 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 level¹.
- d) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties,
- e) Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that he/she will carry out,
- f) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer,
- g) 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,
- h) 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

- Experience of at least 6 years in foreign policy and external relations, including knowledge of EU institutions, EU external action and related external/internal policies (geographic and thematic), as well as in coordination of EU policies.

B. Skills

- Capacity to present the topic to a wide range of audiences as well as in the expert panels. Capacity to work and communicate under time constraints in an international diplomatic and multilingual

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>

environment. High skills in writing concise policy/political notes. Capacity to communicate in public events and negotiate in complex environments;

- Dynamic and open personality. Intellectual curiosity. Flexibility and can-do attitude. Team player and worker;
- Solid analytical capability. Rapid grasp of problems and capacity to identify issues and solutions. Synthetic thinking. Creativity and flexibility would be valuable assets.

C. Languages

- Thorough knowledge of English is required. Knowledge of French and any other EU language would be an asset

D. Personal Qualities

- Dynamic. Highly motivated and flexible personality, able to adapt quickly to new situations and unforeseen challenges.

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 that 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: two 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
