

EEAS Vacancy Notice

Co-financed Seconded National Expert

Delegation of the European Union to China

AD level post

Job No 150366

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 position of Seconded National Expert (Political Analysis Officer) at the **EU Delegation to China** as a "co-financed" secondment, i.e. salary, insurances, accommodation and other costs are to be paid by the EU MS as appropriate and specific allowances to be paid by the EEAS.

The Selected SNE will assist the EU Delegation to **China** to the functioning of the Political, Press and Information section under the direct supervision of the Head of Section and/or Head of Delegation.

We are looking for:

The European External Action Service (EEAS) is seeking a highly motivated colleague (SNE) to occupy the post of Seconded National Expert (SNE) to the **EU Delegation to China**.

The expert will assist / contribute to:

- Coordinate and prepare the Head of Missions' (HOMs) and DHOMs' meetings, HOMs visits and retreats: agenda setting, preparing of background and speaking points, documents dissemination, minutes and follow-up on meetings.
- Support the Heads of Sections for the organisation of High-Level visits (logistics, programme etc.) as necessary.
- Monitor and report on China's foreign policy; research, background notes, briefings, speeches and reports. Actively liaise with relevant colleagues at Headquarters and other delegations.
- Liaise with EU Member State colleagues and third country representatives as well as other stakeholders on relevant issues.
- Assist with coordination with EU Member States as necessary

Legal basis:

This vacancy is to be filled in accordance with EEAS Decision of the High Representative of the Union for Foreign Affairs and Security Policy Decision 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 Union¹ or, where justified in the interests of the service, professional training of an equivalent level.

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>

- 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** 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 they 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

Professional experience of at least 3 years in the above mentioned areas at institutional level in third countries (preferably from Embassy or Delegation; EEAS or national Foreign Service experience). Knowledge of EU institutions, in particular the EU External Action Service, is a merit. Knowledge and experience of China is an advantage.

B. Skills

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required.
- Be a team worker and have good coordination and communication skills
- Have solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions

C. Languages

- Thorough knowledge (capacity to write and speak) in English. A good knowledge of French and some knowledge of Mandarin is an advantage.

D. Personal Qualities

- Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
- Teamwork. Coordination and communication skills.
- Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions. Proactive approach to the role.

E. Equal opportunities

The EEAS is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, 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-Delegations@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.

F. 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. The EEAS will provide for the allowances in order to contribute to cover the SNE's living expenses in the place of secondment on a flat-rate basis. These allowances shall not be construed as remuneration paid by the EEAS.

Duration of the secondment: Initial period up to two years, renewable) up to 4 years.

Co-financed SNEs shall be entitled to a:

- daily allowance (160.03€/ calendar day) throughout the period of secondment
- monthly allowance calculated according to the distance between the point of origin of the employer and the place of secondment (between 0 to 903€/month)
- Living Condition Allowance : China 30%

The EEAS will cover for certain security costs and missions costs incurred by the SNE posted in the EU Delegation. **Other costs such as removal costs, salary, insurance, accommodation, schooling, etc. shall not be covered by the EEAS.**

Post available from: 16/10/2023

For further information, please contact: SNE-DELEGATIONS@eeas.europa.eu