

EEAS Vacancy Notice

COST-FREE Seconded National Expert

Delegation of the European Union to New York

AD level post

Job No 251432

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 in the Political, Press and Information Section at the **EU Delegation to the United Nations, New York** as a “cost-free” secondment, i.e. salary, insurances, schooling and other costs to be paid by the EU MS as appropriate.

Overall purpose:

Under the direct supervision of the Head of Section (HoS) and/or Head of Delegation (HoD), assist in the external representation and coordination of the European Union Member States for their work in the Fifth Committee of the UN General Assembly: overall review of the efficiency and functioning of the United Nations (including UN reform) and implementation of UN mandate (including planning and budget; funding for the three pillars: human rights, development, and peacebuilding / peacekeeping; and UN management including human resources, ICT, and procurement.

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) (Advisor/Counsellor – 5th Committee in the Political 4 Section (UN Horizontal Issues – UNGA, ECOSOC, Administration, Financial and Budgetary issues) **at the EU Delegation in New York**.

The expert will assist / contribute to:

Functions and Duties:

Under the supervision of the HoS and HoD, the expert will be responsible for and participate in :

- organizing and leading on EU coordination and other meetings at expert level on the above mentioned topics;
- facilitate, coordinate and prepare EU negotiating positions on all items that relate to the management and financing of the UN; draft and deliver EU statements on these items;
- participate on behalf of EU Member States during each of the 3 sessions per year of the UN 5th Committee;
- establishing and maintaining contacts with representatives of UN Member States, other observer missions at the UN, the UN Secretariat and other relevant actors in New York;
- covering relevant UN meetings and ensuring preparation of reports on such meetings;
- preparing briefings and analysis of UN documents and other relevant materials;

- monitoring and reporting regularly and in a timely fashion to HoS, HoD and Headquarters
- supervising (if appropriate) interns' daily activities and overall performance, providing feedback;
- providing other support to the work of the delegation as required.

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 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.
- 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

At least 3 years' experience in the public administration of an EU Member state (foreign affairs and/or budget/economy/finance) – or other relevant experience (e.g. in auditing, international relations, or development cooperation)

An experience at the EEAS or in delegation with coordination with EEAS 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 as part of a team, 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.

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>

- utilize appropriate interpersonal skills, styles and methods to reach agreement or acceptance of an idea, plan or activity
- cooperate and work collaboratively toward solutions that generally benefit all involved parties; work cooperatively with others to accomplish objectives.
- weigh alternative courses of action and show to be able to make decisions that reflect factual information and are based on rational and logical assumptions that take EU Member States' resources and interests into consideration
- able to identify and define problems through the gathering of relevant information leading to the development of alternative solutions

C. Languages

English and French. Spanish knowledge would be an asset.

D. Personal Qualities

Be dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges.

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

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: Initial period up to 2 years, renewable up to 4 years

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, accommodation, salary, insurance, schooling, etc. shall not be covered by the EEAS.

Vacant available from: 01/01/2024

For further information, please contact:

SNE-DELEGATIONS@eeas.europa.eu
