

## **EEAS Vacancy Notice**

### **Seconded National Expert in the Gender and Diversity Team of the EEAS (SG.GENDER AND DIVERSITY)**

#### **Gender-Responsive Leadership Expert (SG.GENDER AND DIVERSITY)**

**COST-FREE**

**AD level post**

**Job No 380623**

#### **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) on the position of Coordinator and Expert on Gender-Responsive Leadership (GRL) and Gender Focal Points (GFP) Network

The successful candidate will report to the EEAS Ambassador for Gender and Diversity, under the direct authority of the Secretary-General of EEAS. You will be a close collaborator with the senior management of EEAS, particularly the HR Division. In addition to developing and implementing the D&I strategy with all relevant parts of the EEAS, you will contribute to developing, and supporting a culture of inclusivity, and a safe work environment, in the organisation.

Functions and Duties:

Under the authority of the Ambassador for Gender and Diversity, the SNE is expected to perform the following tasks and responsibilities:

- Give strategic and operational advice on the establishment and implementation of the requirement of Gender Responsive Leadership.
- Support the implementation across the EEAS of provisions on Gender-Responsive Leadership as described in GAP III.
- Liaise with the Resources Management directorate, EEAS management and EU Delegations with a view to coordinating Gender-Responsive Leadership actions/provisions.
- Support the establishment of an accountability mechanism regarding Gender-Responsive Leadership across EEAS in close coordination with the EEAS HR Division.
- Prepare briefings and background information for senior leadership on key gender and diversity policy streams.

- Develop and conduct dedicated training related to GRL as well as specialised training for Gender Focal Points and other staff with a view to increasing awareness, expertise and professionalism ('train the trainers').
- Coordinate the EEAS Gender Focal Point network through regular meetings and capacity building aiming at building an effective community of practice.
- Support, and engage with, the CSDP structures including EUMS, MPCC and CPCC on matters related to Gender-Responsive Leadership.
- Perform ad-hoc tasks as appropriate, upon instruction of the Ambassador for Gender and Diversity

### **We are looking for:**

The European External Action Service (EEAS) is seeking a dynamic, proactive and highly self-motivated colleague with strong analytical, networking and communication skills for the post of Seconded National Expert (SNE). In addition, we seek a team-player, who is able to set clear objectives and priorities despite the challenges of working in a political environment and a multilateral context.

The candidate should have a thorough knowledge of developments in the field of Gender Equality, Diversity and Inclusion, as well as a solid understanding of EU policy-making and decision-making processes. The candidate preferably possesses an understanding of inter-institutional relations as well as relevant political experience in the proposed areas. The candidate will be working in a friendly and dynamic environment and contribute to the work of the SG Gender & Diversity team. He or 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:

- Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation, from other sources;
- 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.<sup>1</sup>;
- Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties;
- Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that he/she will carry out;

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<sup>1</sup> 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>

- 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**

- Have professional experience of at least 10 years in a relevant field, preferably working on gender equality and women's rights linked to international relations, human rights or peace and security or;
- Have professional experience of at least 10 years in the public service of a EUMS, such as the Ministry of Interior/Police, Foreign Affairs, Defence or in the Police, Military, Development or Justice area.
- Have extensive knowledge of at least one of the above mentioned policy areas. Good working knowledge of the EU (institutional) environment and instruments in the area of external and security policy. Proven reporting and analytical capacity.
- Have experience in working with senior leadership on gender equality, both within in the organisation and in mandate implementation.
- Have experience in promoting gender mainstreaming and supporting gender focal point networks
- Experience in facilitating gender equality capacity building, including training.

#### **B. Education and Training**

Have a Master's Degree, preferably in International Relations, Political Science, Human Rights, Gender-, Security-, Development or Humanitarian Studies.

#### **C. Skills**

- Proven capacity building skills, including facilitation, conducting learning needs assessments and designing and implementing training, coaching and/or peer-exchange opportunities.
- Network-building skills, including planning, coordination and building community and motivation.
- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment and with senior leadership. Intercultural sensitivity skills are required. Have the ability to work in team as well as independently when required, to coordinate and to communicate effectively.
- Have solid analytical capability, including gender analysis as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.
- Have solid experience with public speaking and from delivering education and training.

#### **D. Languages**

- A thorough knowledge (capacity to write and speak) in French and English is required.

#### **E. Personal Qualities**

- The successful candidate should be dynamic, motivated, dedicated and flexible. He or she should be able to quickly adapt to new situations and deal with challenges, such as when there is a need to re-prioritise the work or adapt to short deadlines.
- He or she should have proven analytical and verbal capacities, in writing and in speaking.

#### **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](mailto: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:** 01/11/2023

**Place of secondment:** Brussels, Belgium

**For further information, please contact:**

[SNE-HQ@eeas.europa.eu](mailto:SNE-HQ@eeas.europa.eu)

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