

EEAS Vacancy Notice

Seconded National Expert for the European Union Diplomatic Academy

Policy Officer, RM.BHR.4 (Career, Learning and Development)

COST-FREE

AD level post

Job No 404963

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.

Within the Directorate for Budget and Human Resources, the Career, Learning and Development Division (RM.BHR.4) is responsible for the smooth implementation of the statutory career development policies (i.e. appraisal, promotion/reclassification, and certification) and the realisation of modern and effective learning and development opportunities for staff.

The division is in charge of:

- the smooth implementation of the statutory career development policies (i.e. appraisal, promotion/reclassification, certification);
- the development of related career policies;
- modern and effective learning and development opportunities for staff;
- the annual training budgets for Delegations and Headquarter;
- the organisation of pre-posting and annual seminars for Delegation staff, and the annual Ambassadors Conference;
- the implementation of the European Union Diplomatic Academy (EUDA).

The present number of staff in the Division is 30.

We propose:

The post of a "cost-free" Seconded National Expert on the position of Policy Officer for the European Union Diplomatic Academy, in the Career, Learning and Development Division, RM.BHR.4.

Functions and Duties:

Under the authority of the Head of the European Union Diplomatic Academy, the successful Seconded National Expert is expected to perform the following tasks:

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- Act as contact person for the College of Europe implementing the academic programme of the EUDA and monitor obligations as outlined in the Council Decision establishing the EUDA;
- Assist in the organisation of study visits and other activities of the EUDA participants to EU institutions in Brussels;

- Prepare and attend meetings of the relevant Steering Committees;
- Review and assess the evaluation reports and budget proposals related to the EUDA;
- Draw up reports and briefs related to the EUDA for the HR/VP and EEAS senior management; and
- Support the overall implementation of the EUDA training programme and contribute to any other related tasks.

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 the Head of the European Union Diplomatic Academy and the implementation of the fully-fledged European Union Diplomatic Academy. 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;
- 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;

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>

- 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 an excellent ability to maintain diplomatic relations and to ensure representation and communication in a complex, multicultural environment;
- Have strong drafting, communication and analytical skills combined with sound judgement;
- Have excellent knowledge of external relations, internal policies and functioning of the Union;
- Have experience and knowledge of CFSP and CSDP-related issues;
- Have knowledge and proven experience in the key areas as described in the “We look for” section.

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 French and English is required.

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 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.

Other expenses such as removal costs, allowances, salary, insurance, schooling (while the SNE maintains the right to enrol the children in an European School Type I)² and costs related to the enrolment to the Interinstitutional nurseries or the After-school centre managed by the early childhood centre of the European Commission shall not be covered by the EEAS. However, in case the SNE makes use of these two facilities for their dependent children, the EEAS shall recover any invoiced cost (including the institutional and the parental contribution) from the Seconded National Expert concerned on a yearly basis.

Duration of the secondment: 2 years, renewable up to 4 years in total

Vacancy available from: 01.07.2024

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu

² <https://www.eursc.eu/en/Accredited-European-Schools/About>

