

EEAS Vacancy Notice

COST-FREE

Seconded National Expert

Delegation of the European Union to Armenia

AD level post

Job No 446412

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.

The Delegation of the European Union to Armenia represents the EU in Armenia, promoting its values, and building networks and partnerships in the country. The EU Delegation is responsible for all policy areas of the relationship between the EU and Armenia, including political, economic, trade relations, security policy as well as human rights, and civil society.

We propose:

The position of Seconded National Expert (Political officer) at the **EU Delegation to Armenia** as a “cost free” secondment, i.e. salary, insurances, accommodation and other costs are to be paid by the EU MS as appropriate.

The overall purpose : Under the authority of the Head of Delegation, the selected candidate will work as a member of the Political Section.

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 Armenia**.

The expert will contribute to the following tasks among others:

1. To monitor, analyse and report on internal political developments, human rights, regional issues, foreign policy and/or other policy areas of relevance for the EU interests and values;
2. To pursue the EU's policies in all areas, including as regards the reinforcement of EU-Armenia cooperation, and to ensure EU visibility in the country;
3. To maintain close working relations with relevant stakeholders , including the diplomatic community, and regional/international organisations;
4. To contribute to the work of the Delegation in ensuring effective EU coordination and representation of EU positions and interests, including drafting EU HoMs reports;
5. To contribute to the implementation of EU-Armenia security and defence cooperation, including preparations of Political and Security Dialogue, security and defence consultations, Security Sector Reform facility, European Peace Facility etc., cooperation with EUMA, monitoring of CSTO activities, monitoring of Armenia-NATO cooperation, cooperation with Security Council, MoD, National Security Service and the Border Guards.
6. To contribute to the public diplomacy activities of the Delegation.

7. To help prepare visits from HQ and EU institutions;
8. To liaise regularly with Headquarters and provide advice and contributions as appropriate on policy issues, (preparation of briefings , speeches, statements, press releases, lines to take and articles).

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.
- 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' work experience in external relations and/or other relevant field.
- Knowledge of EU institutions and related decisional processes, and experience in/of the South Caucasus region is an asset.

B. Skills

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
- 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.

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. Languages

- Excellent knowledge (writing and speaking) of English required. Understanding of French and knowledge of regional languages is an asset.

D. Personal Qualities

- Dynamic, motivated and flexible personality. Ability to adapt quickly to new situations and deal with new challenges

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.

Duration of the secondment: Initial period up to two 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, salary, insurance, accommodation, schooling, etc. shall not be covered by the EEAS.

Vacant available from: immediately

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