

EEAS Vacancy Notice

Seconded National Expert in the Directorate for AFRICA.3 (West Africa)

COST-FREE

AD level post

Job No 390610

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.

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AFRICA.3 Division is responsible for relations with the 16 countries in West Africa (Benin, Burkina Faso, Cabo Verde, Cote d'Ivoire, The Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone, and Togo). The Division is also in charge of the relations with the Regional Economic Communities (RECs), such as the Economic Community of West African States (ECOWAS), the West African Economic and Monetary Union (WAEMU), or other relevant stakeholders in the region.

We propose:

A post as Political Officer – West African coastal countries – West Africa Division EEAS AFRICA.3

Functions and Duties

Under the coordination of the Head of Division, supported by the Deputy Head of Division, and in close coordination with the Political Officer Sahel and other Political Officers the Seconded National Expert is expected to perform the following tasks:

- To support the Division on regional matters, in particular to ensure the coherence of the overall integrated engagement of the EU regarding the spill over of insecurity from the Sahel towards Coastal countries, with priority to the four countries neighbouring the South of Burkina Faso (Cote d'Ivoire, Ghana, Togo and Benin) and the Accra Initiative;
- To provide support on the Sahel files, in particular regarding the spill over of insecurity; upon request and depending on the evolution of the situation, to provide support on other coastal countries, regional organisations, or specific regional matters.

- To ensure the overall coherence of the EU's engagement regarding the spill over of insecurity from the Sahel, in particular with the four coastal countries as defined including the politics, security, development, humanitarian, human rights, economic and trade, and migration issues as appropriate in line with a politically-led integrated approach;
- To coordinate and following-up on the implementation of the EU's approach in the region, in accordance with appropriate policy documents, such as Council Conclusions, the Political Framework for Crisis Approach, or other relevant documents and decisions;
- To liaise permanently and proactively with the various EEAS Managing Directorates, EU Delegations, Commission DGs, Council services and Member States and where appropriate with the team of the EU Special Representative for the Sahel;
- To liaise with the Accra Initiative, the Embassies of the coastal countries to the EU, and regional or international partners as appropriate;
- To prepare briefings, statements, contributions to EEAS weekly and periodic reports, and files for high level visits and missions to and from the region;
- To assist the Head of Division in internal and external meetings as appropriate;
- To coordinate and organise EU events on the region, including high-level events as appropriate; and participating in relevant events;
- To ensure a permanent link with the Sahel files, and the back-up on Sahel files upon request;
- The tasks may be expanded to cover other countries in function to the situation and the need to ensure an integrated and coherent response from the EU, or other regional files;
- Any other tasks as agreed being consistent with the job purpose.

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 which can be deployed in the proposed areas. The candidate will be working in a friendly and dynamic environment and contribute to the work of AFRICA.3. 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;
- 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

- At least 5 years work experience in external relations, political science, security policy, or related fields
- Previous experience in an EU MS embassy, in particular in the area of political affairs, migration or security is an advantage.
- Knowledge of EU institutions and related decisional processes (EU external action) and experience in the Africa region is an advantage.

B. Skills

- Have the capacity to work and communicate in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required;
- Have solid analytical and drafting skills. Rapid grasp of problems and capacity to identify issues and solutions. Creativity and flexibility would be valuable assets;
- Have experience of independently leading and managing projects, including external partners and contractors;
- Have hands-on knowledge in developing and/or training on monitoring and analysing the threats of disinformation and foreign manipulative interference in an operational context;

^[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>

- Have capacity to create constructive working relations in the field of external relations with national authorities, international organisations and EU Member States;
- Have the ability to communicate clearly on complex issues and the capacity to perform with accuracy and in a flexible manner a diversity of tasks in a complex institutional environment;

C. Languages

Thorough knowledge of English and French (excellent capacity to write and speak).

D. Personal Qualities

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

Have the ability to work in a team, to coordinate with other teams and to communicate effectively.

E. 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)[1] 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, estimated at approximately EUR 18,000 per year and per child) from the Seconded National Expert concerned on a yearly basis. For further information, please contact RM-01-COORDINATION@eeas.europa.eu

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

Vacancy available from: 1st September 2024

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu

