

EEAS Vacancy Notice

Seconded National Expert

Policy Officer, Iran Division (EEAS DSG POL 2)

COST-FREE

AD level post

Job No 390617

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.

Relations between Iran and the EU are coordinated via the Iran Division at the European External Action Service (EEAS) headquarters in Brussels.

The Iran Division works under the direct supervision of the Deputy Secretary General for Political Affairs and supports the High Representative, including in her/his role as coordinator of the Joint Commission responsible for overseeing the implementation of the JCPoA (Joint Comprehensive Plan of Action). In line with the EU's critical engagement policy, it also coordinates and develops a coherent framework for bilateral engagement with Iran in close cooperation with the European Commission services and explores ways to do deal with Iran in a regional context.

We propose:

The post of a "cost-free" Seconded National Expert on the key position of Policy Officer in the Iran Division (POL.2) responsible for Iran's regional policy, not least in the context of regional crises from Gaza to the red Sea and the Gulf and against the backdrop of the Afghan issue and its repercussions on Iran.

Functions and Duties:

Under the authority of the Head of the Iran Division, the Seconded National Expert is expected to perform the following tasks:

- Provide regular analysis, expert advice as well as policy and operational support in implementing and shaping key elements of the EU's policies vis a vis Iran and its role in the broader regional context.
- Liaise, as appropriate, with other EU and external bodies, Member States, including the country representing the EU locally in Iran.
- Maintain close contact with relevant services within the EEAS dealing with regional track 2 initiatives relating to or involving Iran
- Prepare briefing notes.

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 Iran Division. 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.

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>

Selection criteria:

Candidates should:

A. Professional knowledge

- Have a professional experience of at least 3 years in the Ministry of Foreign Affairs.
- Have excellent knowledge of external relations, internal policies and functioning of the EU
- Have experience and knowledge of CFSP and CSD-related issues
- Have the capacity to work in languages of the CFSP necessary for the performance of their duties. Knowledge of other EU languages would be an asset.
- Have an excellent knowledge of Iran's regional policy, ideally gained through first-hand experience in the country or region.
- Have a very good knowledge of the regional security context, including the Middle East, Gulf and Afghanistan-related issues

B. Skills

- Have an excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multilateral environment.
- Have an excellent capacity to create constructive working relations with national authorities, international organizations and EU Member States.
- Have strong drafting, communication and analytical skills combined with sound judgement, the ability to work in teamwork, to coordinate and to communicate effectively.

Furthermore:

- Experience of working in an Embassy/EU Delegation (or equivalent in an international organisation);
- Experience of working in a team in multi-disciplinary and multi-cultural environment;
- Experience of negotiating would be considered assets.

C. Languages

- A thorough knowledge (capacity to write and speak) in French and English is required.
- Knowledge of Farsi would be an asset, but not mandatory.

D. Personal Qualities

- Be dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges, including missions in conflict area.

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: 16 October 2024

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu

