

EEAS Vacancy Notice

Cost-free Seconded National Expert

Delegations of the European Union to Mexico

AD level post

Job No 469536

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:

A position of Seconded National Expert covering political relations at the **EU Delegation to Mexico** as “cost-free” secondments, i.e. salary, insurances, schooling and other costs to be paid by the EU MS as appropriate.

We are looking for:

The European External Action Service (EEAS) is seeking a highly motivated colleague (SNE) to occupy the post of **Political Officer** as a Seconded National Expert (SNE) at the EU Delegation to Mexico. It is a rewarding position, which offers the possibility to contribute to the advancement of the EU-Mexico bilateral relationship, deal with a large range of political, economic and legal issues and work with a broad set of interlocutors.

Overall purpose

The Political Officer will support the design and implementation of the EU-Mexico bilateral relationship under the authority of the Head of Delegation as follows:

Functions and duties

- To contribute to the projection and promotion of EU policies and values in the wider world, and in Mexico in particular
- To provide and to contribute to political analysis, political reporting, briefing dossiers, speeches, statements, press releases and articles, as requested
- To contribute to the work of the Delegation in representing the European Union in Mexico
- To pursue the EU's policies in all areas, promote and protect the EU's interests and values, and to promote the visibility of the European Union by assisting the Head of Section in carrying out press, information and communication activities
- To ensure bilateral political relations and to assist the Head of Section to carry out and promote regular political dialogue and engagement
- To monitor, analyse, and report on internal and regional political developments, foreign policy and/or other policy areas of relevance for EU interests
- To maintain relations with regional and/or international organisations present in the host country

Dialogue and outreach

- Supporting dialogue and outreach with local authorities and in coordination with local EU Member States' representations as well as other relevant partners;
- Establishing and maintaining regular contacts and exchanges locally with public and/or private international organisations, civil society, research institutions and the academic community at large.

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 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

Have a good knowledge of external relations and possibly as well of the EU (institutional) environment and instruments in the area of external and security policy. At least 2 years' proven, pertinent experience in external relations would be required. In this regard, a previous experience in the country/region of the posting would be an asset.

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>

B. Skills

- Communication skills: Capacity to communicate in an international diplomatic and multilingual environment including in difficult circumstances. Capacity to present issues of a sometimes legal/technical nature to a wide range of audiences.
- Interpersonal skills: Have experience of working in a team in multi-disciplinary and multi-cultural environment. Have an excellent capacity to create constructive working relations with national authorities and other relevant stakeholders locally.
- Intellectual skills: Strong drafting, communication and analytical skills combined with sound judgement are required. It is essential to have an ability to combine an eye for technical detail with a profound understanding of the political context within which sanctions operate, including local sensitivities.

C. Languages

A capacity to work in English and Spanish is necessary for the performance of duties.

D. Personal Qualities

The candidate should demonstrate flexibility and adaptability in his/her daily work and capacity to take on diverse tasks in various circumstances, including sometimes having to meet very short deadlines

E. Security

HEAT is strongly recommended for this posting

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-DELEGATIONS@eeas.europa.eu in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure with equal opportunities as 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 1(d)(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: Initial period up to two years, renewable up to 4 years (to be adapted)

Equal opportunities

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, schooling, etc. shall not be covered by the EEAS.

Vacant available from: immediately

For further information, please contact:

SNE-DELEGATIONS@eeas.europa.eu

