

**EEAS Vacancy Notice**  
**Cost-free Seconded National Expert**  
**Delegation of the European Union to Brazil**  
**Post no 467752**  
**AD level post**

**We are:**

The European External Action Service (EEAS) supports the High Representative in the exercise of her 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 her capacity as Vice-President of the Commission with regard to her 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:**

The position of Seconded National Expert (Political Officer) to the EU Delegation to Brazil 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:**

**The Seconded National Expert (SNE) will be based in the EU Delegation to Brazil (in Brasília, Brazil)** as political officer. Under the authority of the Head of Delegation and the Head of the Political, Press and Information section, he/she will support the work of the section in the following ways:

- Reporting on the political, economic and social situation in the country, with particular attention to the various dimensions of the sustainability agenda, including the climate-development and climate/environment/ security nexus;
- Contributing to the preparation and follow-up of the EU's political and sectoral dialogues with Brazil, including those on climate, environment and energy; human rights, development and governance; and intellectual property, digital matters and infrastructure, where appropriate in close coordination with the relevant sections in the Delegation;
- Assessing Brazil's preparations for COP30 and role as part of the COP-presidency troika, including international outreach to countries and groups, efforts related to mitigation, loss and damage and adaptation, civil society participation, awareness related to cross-cutting issues, such as gender, human rights, or Indigenous Peoples;
- Contributing to the Delegation's outreach, public diplomacy, press and information activities, in particular the EU's sustainability agenda and the Global Gateway Investment Agenda, in coordination with the relevant sections in the Delegation, including the organisation of awareness-raising events (seminars/webinars, discussions with partners, policymakers' roundtables, etc.);
- Preparing and organizing high-level visits to Brazil, notably from the EEAS, the European Commission and the European Parliament, and supporting the organisation of visits of Brazilian policy-makers and other stakeholders to the EU;
- Under the supervision of the head of sector, establishing contacts with relevant Ministries, Congress, sub-federal entities, civil society organisation and stakeholders, work closely with EU Member States embassies, embassies of like-minded countries and international and regional organisations and act in close cooperation with relevant operational services at Headquarters notably the EEAS and relevant Directorates-General of the European Commission.

- The SNE will work under the supervision of an EU administrator. Without prejudice to the principle of loyal cooperation between the national/regional and European administrations, the SNE will not work on individual cases with implications with files he/she would have had to deal with in his/her national administration in the two years preceding its entry into the Commission, or directly adjacent cases. In no case he/she shall represent the Commission in order to make commitments, financial or otherwise, or to negotiate on behalf of the Commission.

### **Functions and duties**

#### **POLICY MONITORING**

- Maintain an overview of legislation and policies in the various policy areas of interest to the EU in Brazil, in particular those relevant to the sustainability agenda, and prepare/contribute to reports thereon.
- Observe, monitor and report, regularly and in timely fashion, to Headquarters on policy and legislative developments in Brazil on relevant issues.
- Gather information and intelligence to assist HQ in negotiating and managing the future relations with Brazil in the areas within his/her remit.
- Analyse and report on specific issues, including on HQ's request.

#### **POLICY COORDINATION**

- Sustainability and Global Gateway Investment Agenda, in coordination with other sections in the Delegation and relevant EEAS and Commission services prepare
- Coordinate activities with the Member States including involvement in the organisation of political counsellors meetings and press counsellors meetings and where relevant meetings of Heads/Deputy Heads of Mission

#### **OUTREACH – COMMUNICATION - PUBLIC DIPLOMACY**

- Help prepare, assist and follow up on visits by members of the European Commission, high-level officials and representatives of other EU institutions in Brazil; and visits by Brazilian officials and other stakeholders to Europe.
- Helping design and implement communication and outreach activities relating to EU policies and activities in Brazil (official events, seminars, conferences, working groups, meetings), notably the activities managed under the “EU POP Brazil-Argentina” project
- Maintain good and effective contacts with the relevant national, sub-federal and municipal authorities, Members of the Brazilian Congress, private sector representatives, professional organizations and NGOs.
- Contribute to briefings, speeches, position papers etc.

### **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 Union<sup>1</sup> 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 continue to 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 have:

**A. Professional knowledge**

- Experience of at least 3 years in international relations and diplomatic work;
- Analysis and reporting skills
- Working experience in third countries (Embassy, international organizations, NGO, etc.);
- General knowledge of EU–LAC and EU-Brazil relation, and EU institutions.

**B. Skills**

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

**C. Languages necessary for the performance of the duties:**

Excellent oral and written command of English is essential. Working knowledge of Portuguese or Spanish is strongly recommended.

**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

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<sup>1</sup> 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>

### **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.

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.

Duration of the secondment: Initial period of **two years**, renewable up to 4 years in total.  
For further information, please contact:

[SNE-DELEGATIONS@eeas.europa.eu](mailto:SNE-DELEGATIONS@eeas.europa.eu)

