

EEAS Vacancy Notice

Seconded National Expert in the Policy Coordination Division (SG.COORD)

Policy Officer / PSC Team

COST-FREE

AD level post

Job No 375198

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.

Within the EEAS, the Policy Coordination Division plays a central role to support the HRVP, the EEAS Secretary General and senior management in achieving policy priorities. Through a joined-up approach to inter-institutional coordination, the Division contributes to the effective and efficient conduct of policy and decision-making processes within the EEAS and with regard to the work of the Council and Commission.

As part of the SG.COORD Council team, the PSC (Political and Security Committee) Team contributes to the overall management and coordination of all matters within the PSC's mandate. The PSC Team supports the PSC Chair in organising the work of the PSC, ensuring smooth planning, conduct and follow-up of all PSC meetings, working closely with Member States, EEAS services (including Working Group Chairs), the Council Secretariat and the European Commission.

The PSC is the most senior Council Committee chaired by the EEAS (Art.38 TEU). The PSC Team is an interface between the EEAS and Member States, supporting the PSC Chair in setting the agendas, preparing PSC meetings and ensuring smooth follow-up, including swift reporting and links to discussions in other Council bodies.

We propose:

The post of a “cost-free” Seconded National Expert (SNE) on the position of Policy Officer.

The successful candidate will join the PSC Team, which is part of the Council sector in SG.COORD. The Policy Officer will be responsible for dossiers handled in the PSC, and for process and coordination in the EEAS on all files concerning the PSC throughout different stages of their handling in the Council and its preparatory bodies.

Functions and Duties:

Under the guidance of the Head of Division, the Deputy Head of Division/Nicolaidis Chair and in close cooperation with the PSC Chair, the SNE is expected to perform the following tasks:

- Contribute to the forward planning of the PSC monthly and six monthly agendas, on the basis of consultations with relevant EEAS departments;

- Support the PSC Chair in the preparation and conduct of the PSC meetings, including liaison with EEAS departments, briefing notes and advice on handling;
- Contribute to swift reporting from the PSC;
- Contribute to the organisation of strategic discussions on broader topics of interest to the PSC; and
- Contribute to horizontal tasks within the Policy Coordination Division (e.g. clearance of draft COREUs, coordination of briefing requests for the HRVP's and EEAS Secretary General's meetings with EU Member State representatives).

We are looking for:

The EEAS is seeking a dynamic, proactive and highly motivated colleague with strong analytical and networking skills to occupy the post of SNE.

The candidate should have an excellent understanding of EU policy-making and decision-making processes, and a good 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 Policy Coordination Division and the PSC. 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

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>

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

- Have a professional experience of at least 3 years, preferably in a Ministry for Foreign/European Affairs or in a coordinating position in EU affairs;
- Have extensive knowledge of EU institutions and related decision making processes, CFSP-CSDP, EU external action and related EU external policies (geographic and thematic);
- Experience in the work of the Council and its preparatory bodies, notably in a Permanent Representation or the EU Department in a Ministry of Foreign Affairs would be an asset;
- Further experience on work in the PSC or relevant experience on CFSP files, including multilateral issues and/or Asia, would be an asset.

B. Skills

- Have appropriate analytical and negotiation skills allowing good political judgment;
- Possess the necessary capabilities needed for the operation in a large team working under considerable pressure;
- Possess organisational skills and have capacity of initiative;
- Have the ability to contribute and cooperate in a multicultural team;
- Have strong communication and interpersonal skills;

C. Languages

- Have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another to the extent necessary to carry out the duties involved. In practice, excellent command of English is required; command of the French language would be an asset.

D. Personal Qualities

- Dynamic, motivated and very resilient personality. Able to adapt quickly to new situations and deal with new challenges, delivering high quality under time pressure. Strong team player.

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: 2 August 2025

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu

