

EEAS Vacancy Notice

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

Policy Officer / Council Team

COST-FREE

AD level post

Job No 390679

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.

In particular, Sector 1 – Council Team leads the coordination of all work related to the European Council, the Council and with Member States, in particular the rotating Presidency. Under the direction of the Head of Division, the Council Team works closely with the Cabinet of the HRVP, EEAS senior management and services and the General Secretariat of the Council on all organisational and substantive preparations of and follow-up to meetings. It also coordinates the preparation of non-papers, briefing materials, reports and circulation of relevant documents within the EEAS.

We propose: Policy Officer

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

The successful candidate will join the Council Sector of the Policy Coordination Division. He/She will be responsible for assisting the EEAS Antici in the process, coordination and preparation of all dossiers handled in COREPER and contributing to the preparation of Council meetings, including the European Council and Foreign Affairs Council, as well as other ministerial meetings.

Functions and Duties:

Under the guidance of the Head of Division and the Head of Sector, the Policy Officer is expected to perform the following tasks:

- contribute to the preparation of Council meetings, including the European Council and Foreign Affairs Council, as well as other ministerial meetings;
- prepare briefings for COREPER meetings;
- attend COREPER and Council meetings and oversee the reporting by the responsible EEAS Divisions; and
- support the Antici in his/her role as the EEAS focal point to the General Secretariat of the Council, Commission services and Member States regarding COREPER related items.

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 level¹;
- 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:

- have an excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- have an excellent capacity to create constructive working relations with national authorities, international

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>

organisations and EU Member States;

- have strong drafting, communication and analytical skills combined with sound judgement;
- have excellent knowledge of external relations, internal policies and functioning of the Union;
- have experience and knowledge of CFSP and CSDP-related issues;
- be able to work in both English and French;
- have knowledge and/or proven experience in COREPER and its procedures;
- have the ability to contribute and cooperate in a multicultural team;
- have the ability to deliver reliably and high quality standards under consistently tight deadlines; and
- be a flexible team player.

Furthermore:

- experience of working in an EU institution;
- experience of working in an Embassy, a Delegation (or equivalent in an international organisation);
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience of negotiations; and
- experience in inter-institutional coordination would be considered assets.

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: Immediately

Place of secondment: Brussels, Belgium

For further information, please contact:
SNE-HQ@eeas.europa.eu

