

EEAS Vacancy Notice

Seconded National Expert in the Integrated Approach for Security and Peace Directorate (ISPD)

Policy Officer – United States and Canada Division, POL.AMERICAS.4

CO-FINANCED

AD level post

Job No 155612

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:

The post of a “co-financed” Seconded National Expert on the position of policy officer in the United States and Canada division, POL.AMERICAS.4. The post is co-financed by the EEAS (daily and monthly allowances) and by the EU MS (salary, social security and insurance).

The successful candidate will join the United States and Canada Division. The division is responsible for setting out the overall strategic vision for the EU's relations with the United States and Canada, promoting the EU's interests vis-à-vis the two strategic partners and furthering transatlantic cooperation on global and regional challenges. We contribute to the formulation of the EU's policy towards the US and Canada and the implementation of EU-US and EU-Canada agreements and dialogues in co-ordination with the European Commission services and other EU institutions. We work closely with the European Parliament and other stakeholders. Our team consists of friendly, supportive and motivated colleagues who work together in an interesting and dynamic working environment.

Functions and Duties:

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

- Promote EU relations with the United States and/or Canada in the fields of justice and home affairs (including migration), health policy, hybrid threats and counterterrorism, consular affairs.
- Contribute to the preparation and implementation of EU dialogues with the United States and/or Canada in these domains;
- Analyse political developments in US and Canadian policy in relation to Justice and Home Affairs, Health, Consular Affairs, Hybrid Threats and Cyber Security.
- Work on geographical files as necessary (e.g. Western Balkans)
- Develop and maintain contacts at working level with the US and/or Canadian mission(s) to the EU, as well as relevant stakeholders (EU institutions, Member States, civil society, international organisations);
- Assist in the preparation and representation of Summits, ministerial and high- level meetings with the United States and Canada. Represent the division when needed in internal and external meetings;

- Ensure effective and timely coordination with relevant EEAS and Commission services, the EU Delegations in Washington and Ottawa, EU Member States, as well as with United States and Canada missions in Brussels;
- Prepare or contribute to briefings, speeches, statements, articles, notes, and other document
- Draft responses to Parliamentary questions, petitions and questions from the public and contribute to inter-service consultations;
- Perform other tasks and responsibilities as assigned by the Head of the Division.

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 US and Canada 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;

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>

- 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 5 years, preferably in the Ministry of Foreign Affairs or equivalent.
- Have experience and knowledge of CFSP and CSDP-related issues;
- Have knowledge of external relations, internal policies and functioning of the Union;
- Have extensive knowledge of relations with the United States and Canada; experience in working with these partners would be an asset
- Have knowledge of EU, US and Canada policies on the issues mentioned above, including justice and home affairs
- Experience of negotiations
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B. Skills

- 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 partner country authorities, international organisations and EU Member States;
- Have the ability to work in teamwork, to coordinate and to communicate effectively.
- Have solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.
- Have an excellent sense of organisation and ability to prioritise a diverse range of tasks.
- Be resilient and have the ability to work autonomously if necessary.

C. Languages

- A thorough knowledge (capacity to write and speak) in English is required, as well as a working knowledge of French.

D. Personal Qualities

- Be dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges.

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 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 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. The EEAS will provide for the allowances in order to contribute to cover the SNE's living expenses in the place of secondment on a flat-rate basis. These allowances shall not be construed as remuneration paid by the EEAS.

Co-financed SNEs shall be entitled to:

- daily allowance (**between 43.84 to 175.38€/ calendar day²**) throughout the period of secondment;
- monthly allowance calculated on the basis of the distance between the place of origin (the employer's head office) and the place of secondment (**between 0 to 989.64 €/month³**);
- reimbursement of travels take up duties/end of secondment on a flat-rate basis (if not paid by the employer).

The EEAS will cover:

- missions-related costs incurred by the SNE posted in the EEAS HQ;
- complementary accident insurance 24/7 for SNE (not family members).

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

Vacancy available from: 01 September 2025

Place of secondment: Brussels, Belgium

For further information, please contact:

Administrative questions: SNE-HQ@eeas.europa.eu

² Daily allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014

³ Monthly allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014

