

EEAS Vacancy Notice
Co-financed Seconded National Expert
Delegation of the European Union to Vienna
AD level post – Post No 153062

Job Title: END/SNE

Job Location: European Union Delegation to Vienna

Post No : 153062

Area of activity: Ukraine, the South Caucasus region and Moldova, as well as Central Asia

Category: Seconded National Expert (SNE)

Duration of secondment: 2 years (extension possible up to 4 years)

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 position of Seconded National Expert (in the OSCE Section), at the **EU Delegation to Vienna** as a “**co-financed**” secondment, i.e. salary, insurances, accommodation and other costs are to be paid by the employee's EU Member State as appropriate.

We are looking for:

The European External Action Service (EEAS) is seeking a highly motivated and dynamic colleague with high personal integrity, flexible, to occupy the post of Seconded National Expert (SNE) to the EU Delegation to Vienna.

Overall purpose:

Under the authority of the EU Permanent Representative to the OSCE and the Head of the OSCE Section,

- Follow the developments and report on the involvement of the OSCE in Central Asia;
- Follow the developments and report on the involvement of the OSCE in Ukraine, the South Caucasus region (Armenia, Azerbaijan, Georgia) and Moldova.
- Assist the Head of Section/Head of Delegation in the relevant OSCE meetings, and participate, as appropriate, and assist the Delegation in negotiations of relevant OSCE documents;
- Under the oversight of the Head of Section, contribute to the preparation of relevant EU statements for the weekly or extraordinary meetings of the OSCE Permanent Council;
- Participate in weekly political dialogue meetings, and report on these under the authority of the EU Permanent Representative to the OSCE and the Head of the OSCE Section;
- Act as back-up to other members of the OSCE Section, as necessary.

Functions and duties:

- Develop the role of the EU Delegation by ensuring the coordination of EU positions on CFSP issues, including those related to the conflict related issues;
- Follow the developments and report on the involvement of the OSCE in Central Asia;
- Follow the developments and report on the involvement of the OSCE in Ukraine, Armenia, Azerbaijan, Georgia, and Moldova;
- Develop contacts with the OSCE Secretariat, EU Member-State and third-country delegations in Vienna;
- Maintain close coordination and cooperation with EEAS HQ
- Contribute to the implementation of EU policy, as appropriate, and to the formulation of EU approaches in the OSCE in the geographic and thematic areas mentioned above, including the EU statements in the OSCE policy-making bodies;
- Contribute to advice on coherence of EU external policy activities in the OSCE;
- Assist, as necessary, in particular with regard to coordination and drafting EU statements on the areas mentioned above; and
- Undertake any other duties that may be required by the EEAS in CFSP related matters.

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 Decision HR DEC (2014)01 of 04/02/2014 establishing the rules applicable to National Experts seconded to the European External Action Service.

Eligibility criteria:

The candidate 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 European 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 (s)he will carry out
- e) Remain in the service and on the payroll of the employer throughout the period of secondment
- 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 (s)he 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.

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>

Selection criteria:

Candidates should:

A. Professional knowledge

Experience of at least 6 years in the above mentioned areas at institutional level, analysis and reporting; Knowledge of EU institutions, related decisional processes notably on CFSP, EU external action and related EU external policies (geographic and thematic), good working knowledge of EU environment. Extensive knowledge of international security policy and work experience from a multinational organisation is an asset.

B. Skills

Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.

Excellent analytical capability as well as excellent drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

Excellent team player who is willing to help out colleagues under at times stressful circumstances.

C. Languages

Thorough knowledge (capacity to write and speak) in English is required; good French is recommended.

D. Personal Qualities

Dynamic, motivated and flexible personality. Able to adapt quickly to new situations and deal with last-minute challenges.

E. 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 Article 1d.4 of the Staff Regulations.

F. Conditions of secondment

The SNE shall remain at the service of her/his 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.

Duration of the secondment: Initial period of two years, renewable (2+2) up to 4 years.

The co-financed SNE shall be entitled to a:

- Daily allowance (**166.48 €/calendar day**) throughout the period of secondment
- Monthly allowance calculated according to the distance between the point of origin of the employer and the place of secondment (**between 0 to 939.39€/month**)

The EEAS will cover for certain security and mission's 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.**

Post available: **Immediately**

For further info please contact **SNE-DELEGATIONS@eeas.europa.eu**