

EEAS Vacancy Notice
Co-financed Seconded National Expert
EU Delegation to Cuba
AD level post – Post No 396856

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 (Political Officer in the Political Section), at the **EU Delegation in Cuba** as a “**co-financed**” secondment, i.e. salary, insurances, accommodation and other costs are to be paid by the EU MS as appropriate.

Overall purpose:

The EU Delegation of the European Union to Cuba is seconding a **Political Officer with a background in diplomacy and expertise on Human Rights and Civil Society**. Under the direct supervision of the Head of the Political, Press and Information Section (HoS) and the Head of Delegation (HoD), he/she will monitor and contribute to analysis and reporting on the overall situation and developments in Cuba, with a special emphasis on Human rights and civil society and economic issues.

We are looking for:

The European External Action Service (EEAS) is seeking a highly motivated colleague (SNE) to occupy the post of Seconded National Expert (SNE) to the **EU Delegation to Cuba** to assist/contribute :

In the following domains (that can be further defined, limited or extended by the HoD and HoS):

- Monitoring and reporting regularly and timely to HoS, HoD and HQ (including early warnings, specific requests, info flashes and think pieces) on:
 - Human rights and civil society, rule of law, democracy, justice, liberties, gender issues, institutional development, law-making processes, etc.
 - Economic developments in the country, particularly new legislation on SMEs.
 - CFSP issues: Cuba's foreign policy and stance in multilateral fora, bilateral relations with the EU and its Member States, relations with key international / regional / bilateral partners, stances on regional integration initiatives and security issues.
 - Country-specific issues: domestic political developments, country forecasts, relations with international institutions, analysis of reform processes, Cuba's take on global issues (national policies, position in international and regional fora).
 - The candidate will also provide support to the workings of the Heads of Mission Working Group.
- Analysis and advice:

Lead on:

- (i) implementation of the EU Strategy on Human Rights and Democracy for Cuba;

Contribute to:

- (i) preparation of briefings, strategic papers and visits;
- (ii) implementation of the MIP 2021-2027 priority of economic modernisation;

- (iii) advice on the coherence of EU external policy activities in Cuba / Latin America and the Caribbean;
- (iv) implementation of EU regional initiatives in Cuba;
- (v) identification and follow up of opportunities to cooperate in multilateral fora.

- Networking and coordination:

Develop contacts with

- (i) national authorities (line ministries and institutions) and other relevant national and local stakeholders,
- (ii) Civil Society Organisations in Cuba, particularly those not recognised by the Cuban government,
- (iii) representatives of the 17 EU Member States diplomatic missions present in Havana and business associations,
- (iv) main EU partners and regional organisations,
- (v) necessary counterparts for the implementation of the EU Human Rights Strategy and the EU Agenda for Action on Democracy Support.

- Presentation, information and communication:

- Deliver demarches on key human rights and economic files.
- Contribute to explain, specify and defend the EU's positions and policies in front of domestic audiences, particularly politicians, press, business and academics.
- Contribute to the press and information activities of the Delegation in all relevant areas.

- Political dialogue:

- Contribute to advance the EU's political dialogue with the Cuban authorities and civil society.
- Contribute to the preparation and follow-up of the EU-Cuba Political and Sector Policy Dialogues, the Joint Committee, the Joint Council, plus the back-to-back meetings with Civil Society preceding the political dialogues, in the framework of the Political Dialogue and Cooperation Agreement (PDCA).

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:

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 Union¹ 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 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 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.

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 in analysis and reporting in third countries (Embassy, international organization, NGO, etc.) is an advantage. Knowledge of EU institutions, related decisional processes, CFSP, EU external action and related EU external policies (geographic and thematic) of Latin America and relevant regional integration processes are an advantage.

B. Skills

- Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required.
- Teamwork, coordination and communication skills.
- Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

C. Intellectual skills

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

D. Languages

Knowledge of English (language used for internal report writing) and Spanish (language used for written and oral communication vis-à-vis the Cuban authorities and civil society).

E. Personal Qualities

Dynamism, self-motivation, flexibility and resilience. Ability to adapt quickly to changing situations and deal with new and unexpected challenges.

F. 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.

G. 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 **2 years**, renewable up to 4 years.

The co-financed SNE shall be entitled to a:

- daily allowance (175.38€/ 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 989.64 €/month)
- Living Condition Allowance Cuba): 25%

The EEAS will cover for certain security 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.

Post available: 1st December 2025.

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