

**EEAS Vacancy Notice**  
**Seconded National Expert**  
**Policy Officer, Sanctions Division (POL.1)**

**COST-FREE**

**AD level post**

**Job No 445067**

**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.

**We propose:**

The post of a "cost-free" Seconded National Expert on the position of Policy Officer in the Sanctions Division, POL.1.

We offer an opportunity in a high profile policy area and a dynamic team. This is a challenging position offering the possibility to manage one of the EU's concrete tools to promote the CFSP and to deal with a large range of political and legal issues.

The Sanctions Division is currently a team of 16 under the supervision of the Deputy Secretary General for Political Affairs, Political Director. The successful candidate will join one of the two sectors the Sanctions Division on the development and maintenance (reviews) of the sanctions regimes. The Division supports the EU's policy as regards restrictive measures (sanctions) in pursuit of specific foreign and security policy objectives. This includes the development and maintenance of close to 50 sanctions regimes, either EU autonomous regimes or UN regimes. The Division works very closely with many services within the EEAS, the Council and Commission in pursuing its mandate.

**Functions and Duties:**

The seconded national expert will support the sanctions policy as follows:

***Sanctions regimes***

- Preparing policy and legal documents related to sanctions, in close cooperation with EEAS geographic services and with other EU institutions, Member States and international organisations, as appropriate, including inter-institutional decision-making processes.
- Preparing and supporting the negotiation of sanctions regimes, including legal acts, in relevant Council bodies.
- Carrying out research necessary to maintain and develop EU autonomous sanctions regimes in accordance with EU legal standards including evidence packs.
- Providing the Council Legal Service and other relevant stakeholders with materials to support their interventions in legal challenges relevant to UN and EU autonomous sanctions regimes.

### ***Sanctions policy***

- Developing awareness and capacities and providing policy guidance in the area of sanctions within the EEAS, to other Institutions and to Member States
- Assessing existing sanctions regimes in the light of EU's foreign and security policy objectives to ensure they are well-targeted and implemented and helping to ensure that EU's policy as regards sanctions is applied effectively and consistently (e.g. by addressing issues such as legality and unintended consequences of sanctions);
- Contributing to the development of proposals for the improvement of the effectiveness of the EU's designation policy including through monitoring of international trends and developments in the area of sanctions (eg political, financial, economic and legal developments).
- Drafting reports and briefings for hierarchy, as requested.

### ***Dialogue and outreach***

- Supporting partnerships with the UN, and third countries in the areas of EU sanctions policy as well as with other actors (e.g. economic operators, civil society etc...) including through participation in dialogue and outreach;
- Establishing and maintaining regular contacts and exchanges with other EU institutions, Member States, third countries, public and/or private international organisations, research institutions and the academic community at large, and financial and economic operators in the area of its responsibility.
- Contributing to communication tools and activities as well as awareness raising initiatives in the area of sanctions within the EEAS and with other EU institutions, Member States, and third countries.

### **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 dynamic environment and contribute to the work of the Sanctions 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.<sup>1</sup>;
- 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:**

#### **A. Professional knowledge**

- Have a good knowledge of external relations and of the EU (institutional) environment and instruments in the area of external and security policy including CFSP-related issues. At least 2 years proven, pertinent experience in external relations would be required.
- An experience and/or knowledge of the legal and institutional framework of a CFSP working group with relevance for the EU sanctions policy would be a major asset.

#### **B. Skills**

- Communication skills: Capacity to communicate in an international diplomatic and multilingual environment. Capacity to present issues of a sometimes legal/technical nature to a wide range of audiences.
- Interpersonal skills: Have experience of working in a team in multi-disciplinary and multi-cultural environment. Have an excellent capacity to create constructive working relations with national authorities, international organisations and EU Member States.
- Intellectual skills: Strong drafting, communication and analytical skills combined with sound judgement are required. It is essential to have an ability to combine an eye for technical detail with a profound understanding of the political context within which sanctions operate.

#### **C. Languages**

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<sup>1</sup> 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>

A capacity to work in languages of the CFSP (EN,FR) is necessary for the performance of duties.

#### **D. Personal Qualities**

- It is important to be flexible, adaptable and highly organised, willing to take on diverse tasks and able to work on several issues in parallel while sometimes having to meet very short deadlines.

#### **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](mailto: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.

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](mailto:SNE-HQ@eeas.europa.eu)

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