

EEAS Vacancy Notice

Seconded National Expert under the Deputy Secretary General for Economic and Global Issues (ECO)

Policy Officer, Financing Instrument and International Cooperation Division (GLOBAL GI 5)

COST-FREE

AD level post

Job No 165639

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 Financing Instruments and International Cooperation (GLOBAL.GI.5) Division

The successful candidate will join the Financing Instruments and International Cooperation (GLOBAL.GI.5) Division, where the main area of responsibility will be FAC Development coordinator and coordination of the EEAS representation in the Council Working Party CODEV-PI, acting as main interlocutor to the Council rotating Presidency and the Commission. As part of this work, the SNE should be familiar with international cooperation and development policy issues such as SDGs/2030 Agenda; Aid Effectiveness and Financing for Development; Policy coherence for Development; Humanitarian/Development/Peace nexus; Fragility and Resilience; European financial architecture, Governance, Gender equality), among others.

Functions and Duties:

Under the direct supervision of the Inter-Institutional Team Leader and the Head of Division, the Seconded National Expert/Planner is expected to perform the following tasks:

- Preparing in coordination with the Council presidency and the Commission the Foreign Affairs Council (Development) meetings;
- Working closely with the Council rotating Presidency, Member States and the Commission (INTPA, ENEST and MENA) on agendas and work programmes;
- Coordinating -in GLOBAL.GI.5 and with other divisions- EEAS participation in the CODEV-PI Working Party meetings and work on Council Conclusions in the area of development, ensuring timely political validation by senior management and the HR/VP.
- Drafting policy documents, including analysis and policy recommendations, on key development and political issues of her responsibility as well as briefings and speeches for EEAS senior management and the HR/VP.
- Focal point for Gender issues and cooperation with non-EU like-minded donors.

During the assignment, the SNE might be asked by the Head of Division, in mutual agreement, to take on other additional tasks in GLOBAL.GI.5.

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. The candidate should have solid experience in the field of international cooperation and external relations; relevant policy and operational experience in the proposed areas; as well as an excellent understanding of EU policy-making, decision-making processes and inter-institutional relations. The candidate will be working in a friendly and dynamic environment and contribute to the work of the GLOBAL.GI.5 Division. She/he will have to work in an international and multicultural environment in close contact with Member States and other 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 five 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;
- 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 professional experience of at least 5 years in the above-mentioned areas in relevant national administrations and/or international organisations (embassy, international organization, NGO etc.);
- Have extensive knowledge of the EU, its institutions, decision processes, external relations and policies;

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>

- Have professional experience working in the field of external relations and international cooperation/financial assistance;
- Field experience in experience working with developing countries and in the implementation of development policies will be considered an asset.
- Have a University degree in political science, economics, law, public policy, international relations or related topic (or equivalent professional experience);

B. Skills

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required.
- 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.

C. Languages

- A thorough knowledge (capacity to write and speak) in English is required and a good knowledge of French would be a strong asset.

D. Personal Qualities

- Be dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges, including missions in conflict area.

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.

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) 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: 1 July 2025

Place of secondment: Brussels, Belgium

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

