

## **EEAS Vacancy Notice**

### **Cost-free Seconded National Expert**

#### **Delegation of the European Union to Moscow, Russia**

#### **AD level post No 301832**

##### **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 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 position of a cost-free Seconded National Expert (SNE) at the **EU Delegation to Russia**, i.e. salary, insurances, schooling and other costs to be paid by the EU MS as appropriate.

##### **We are looking for:**

The European External Action Service (EEAS) is seeking a highly motivated colleague to occupy the post of Seconded National Expert (SNE) in the Political Section **at the EU Delegation to Russia**.

##### **Overall purpose:**

Under the supervision of the Head of Section, to monitor and contribute to the analysis and reporting on the overall situation and development in the host country, with particular emphasis on domestic situation, civil society and human rights issues, and in political relations with the EU and Member States.

The expert will assist / contribute to:

- Monitor and report in various forms, in a regular and timely manner through the Head of Section, on the general domestic political situation and/or Russian foreign policy, with particular emphasis on civil society and human rights issues.
- Briefings, lines to take and other drafting. Contribute to the formulation of country-specific strategies and their implementation.
- Chair or co-chair MS coordination meetings on human rights issues.
- Take part in trial observation and coordinate the activities of EU Member States and like-minded in that area.
- In close coordination with other members of the Political Section, develop contacts capable of enabling and enriching Section reporting, including contacts with local authorities, actors and interlocutors, representatives of the EU Member States' diplomatic Missions, and other partner countries and international organisations.
- Contribute to other tasks of the section, such as EU coordination and / or monitoring RU's foreign policy.
- Analysis/monitoring of reporting on EU policies and activities in Russia, with a view to supporting EU communication efforts, with a particular focus on strategic communication and countering disinformation
- Occasional contributions to the Press and Information activities of the Delegation, including drafting of tweets, statements, speeches and presentations

### **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 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<sup>1</sup> 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.

### **Selection criteria:**

Candidates should:

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

Experience of at least two years in law, social sciences or related, at institutional level including analysis and reporting; knowledge of EU institutions, related decisional processes, EU external action and related EU external policies (geographic and thematic)

#### **B. Skills:**

- Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Capacity to present complex or sensitive positions on sometimes controversial issues to the local interlocutors.
- Have the ability to work as part of a team, 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.

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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>

- Interest in developing a strong network of diplomatic and civil society contacts in Russia.

**C. Languages:**

Thorough knowledge (capacity to write and speak) in English is required. Knowledge of Russian is a strong asset.

**D. Personal Qualities**

Be dynamic. Motivated, flexible and resilient 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 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

**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: Initial period up to 2, renewable up to 4 years

**The EEAS will cover for certain security costs and missions costs incurred by the SNE posted in the EU Delegation. Other costs such as removal costs, accommodation, salary, insurance, schooling, etc. shall not be covered by the EEAS.**

**Vacant available from: Immediately**

**For further information, please contact:**

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

