

EEAS Vacancy Notice

COST-FREE

Seconded National Expert

Delegation of the European Union to New York

AD level post

Job No 392082

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 Coordination, Press and Information Section at the **EU Delegation to the United Nations, New York** as a "cost-free" secondment, i.e. salary, insurances, schooling and other costs to be paid by the EU MS as appropriate.

Overall purpose:

The selected SNE will assist the EU Delegation in ensuring an efficient, comprehensive EU contribution to implementing the EU's priorities at the UN, including a robust lead on the UN80 Initiative, General Assembly files, such as the Revitalization of the Work of the General Assembly, as well as information integrity and UN elections.

We are looking for:

The European External Action Service (EEAS) is seeking a highly motivated and qualified colleague to occupy the post of Seconded National Expert (SNE) (Coordination and Outreach Officer) **at the EU Delegation to the United Nations in New York**. The expert will assist / contribute to:

- Assist, under the supervision of the Head of Delegation, in coordinating EU positions, conducting negotiations (resolutions, declarations, etc.) and formulating policy proposals – in coordination with relevant EEAS services – on cross-cutting issues, including those related to the UN80 Initiative and other relevant items of the GA Plenary, including 'GA Revitalization' and Pact for the Future follow-up and implementation.
- Assist, under the supervision of the Head of Delegation, in coordinating EU positions and conducting negotiations related to information integrity and the broader communication file in UN bodies, including the General Assembly's Committee on Information.
- Assist, under the supervision of the Head of Delegation in view of representing, and speaking on behalf of, the EU and its Member States in UN meetings, including but not limited to UNGA and its subsidiary bodies, Groups of Friends, etc.
- Draft briefings for the HoD/DHoD's meetings (EU Heads of Missions/DPRs weekly meetings, as well as bilateral meetings with UN officials or diplomats); and also draft respective reports.
- Develop narratives/LTTs and outreach strategies specifically tailored to the various UN fora, aimed at giving visibility to EU action on cross-cutting issues, including the UN80 Initiative and other relevant cross-cutting GA Plenary issues.

- Maintain and develop relations with UN interlocutors in New York, including the Executive Office of the Secretary General, the Office of the President of the General Assembly and the Secretariat, and colleagues from UN Member States, as well as civil society and the private sector – to promote and protect EU interests, values and visibility; maintain relations with other international organisations represented at the UN.
- Contribute to other policy coordination tasks under the responsibility of the Head of Section, including but not limited to the organisation of EU Heads of Mission meetings, EU Deputy Heads of Mission meetings, meetings of “EU Partners” and the EU’s cross-regional outreach strategy in New York.
- Support initiatives of strategic cross-cutting relevance for the EU and its member states across files, in coordination with Headquarters, colleagues of other sections at the EU Delegation and member states. Support public relations efforts in this regard.

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 entities;
- b) Have at least 3 years’ full-time experience of administrative, scientific, technical, advisory and/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) Remain in the service of the employer of origin throughout the period of secondment and be remunerated by that employer.
- e) 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.
- f) Ensure that there is no conflict of interest and that they will, at all times, safeguard the independence and coherence of EU foreign policy and EU interests as well as the integrity and confidentiality of EU documentation, information and procedures.

Selection criteria:

Candidates should:

A. Professional knowledge

Experience of at least 3 years in the public administration of an EU Member State (foreign affairs) or an international organisation; proven track record in analysis and reporting. Experience working in third countries (Embassy, International organization, NGO, etc.); knowledge of EU institutions, related decision-making processes (CFSP-CSDP), EU external action and related EU external policies (geographic and thematic) is highly valued.

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>

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 as part of a team, to coordinate and to communicate effectively.
- Have solid analytical capability as well as drafting and reporting skills in the English language. Rapid grasp of problems and capacity to identify issues and solutions.

C. Languages

Fluent knowledge in English. French would be an advantage.

D. Personal Qualities

Be dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges, including under high pressure.

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 years, renewable up to 4 years.

The EEAS will cover for certain security costs and mission 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

