

EEAS Vacancy Notice

Seconded National Expert in the Directorate for Policy Planning and Strategic Communication (ECO.GLOBAL.STRAT)

Information and Communication Officer - Public Diplomacy Officer, Global Communications and Public Diplomacy ECO.GLOBAL.STRAT.2

COST-FREE

AD level post

Job No 460149

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 at the Global Communications and Public Diplomacy Division (ECO.GLOBAL.STRAT.2).

The successful candidate will join the Global Communications and Public Diplomacy Division, Public Diplomacy Section. The Division leads the EU's efforts on global communication and public and cultural diplomacy. It develops, designs, and implements communication and public diplomacy strategies, narratives, and campaigns on global and thematic policies aimed at building and maintaining long-term partnerships with selected audiences outside the EU and reaching out to EU citizens. It is the focal point for EU institutions for implementation and coordination on external strategic communication, public and cultural diplomacy activities and collaborates with EU Member States for ensuring the Team Europe approach in communications.

Functions and Duties:

Under the authority of the Head of Division and of the Head of Sector for International Cultural Relations and Public Diplomacy the Seconded National Expert is expected to perform the following tasks:

- Work with relevant stakeholders and target groups in the EU and abroad to build trust and understanding on the EU and on the approach and objectives of EU Public Diplomacy efforts.
- Work and coordinate with EU Member States, international organisations and other stakeholders on public diplomacy activities and in particular on building networks of trust.
- Work with communication and public diplomacy service providers and contractors;
- To speak to external audiences on the topic, contribute with speaking to external and internal training on public diplomacy;
- Lead on the organisations of public diplomacy activities;
- Contribute to advising EU Delegations on public diplomacy policy issues, including by participating in the regular regional conference calls and regional seminars.
- Assist in conception, development and implementation of EU's public diplomacy policy, together with other EEAS departments.

- To contribute to briefings, speeches and other communications materials in the area of public diplomacy and international cultural relations.
- Promote closer cooperation and synergies between the EU institutions, agencies and bodies, Member States and other partners (e.g. think tanks) to strengthen communications on multilateral and global issues.
- Contribute to policy related initiatives to promote International Cultural Relations and protection of Cultural Heritage in close coordination with Member States, including in multilateral frameworks such as G7, G20, UNESCO;
- Participate in the EEAS at Council working groups, public events, Interinstitutional meeting in the field of public diplomacy.

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 experience in the proposed areas. The candidate will be working in a friendly and dynamic environment and contribute to the work of ECO.GLOBAL.START.2. 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.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

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>

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 professional experience of at least 5 years, preferably in the communication department of the Ministry of Foreign Affairs, in an Embassy or equivalent in an international organisation.
- Have extensive knowledge and experience in Cultural Diplomacy, strategic communication and public diplomacy. Good working knowledge of the EU (institutional) environment and instruments in the area of external and security policy. Proven reporting and analysis capacity.
- Previous experience with project management will be an asset.

B. Skills

- Have the ability to work in a multicultural team, to coordinate and to communicate effectively and ability to establish and maintain a network of contacts both within and outside the EEAS.
- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required.
- Have solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.
- Have strong drafting, communication and analytical skills combined with sound judgement.

C. Languages

- A thorough knowledge (capacity to write and speak) in French and English is required. Knowledge of the local language(s) 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)[1] 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 (please select), 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

