

EEAS Vacancy Notice

Seconded National Expert in the Asia-Pacific Directorate (ASIAPAC)

Team Leader Pacific, Coordinator for the EU Indo-Pacific Strategy for North-East Asia and the Pacific Island countries- POL.ASIAPAC.5

CO-FINANCED

AD level post

Job No 493969

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 "co-financed" Seconded National Expert on the position of Team Leader Pacific, Coordinator for the EU Indo-Pacific Strategy for North-East Asia and the Pacific Island countries. The post is co-financed by the EEAS (daily and monthly allowances) and by the EU MS (salary, social security, and insurance).

The successful candidate will join the Japan, Korea, Australia, New Zealand and Pacific Division (ASIAPAC.5). The Division is responsible, in close cooperation with the 7 Delegations in the region, for the management and co-ordination of relations with the following 20 countries: Japan, Republic of Korea, the Democratic People's Republic of Korea, Australia, New Zealand, Timor-Leste, Papua New Guinea, Fiji, Cook Islands, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.

Functions and Duties:

Under the authority of the Head of Division for ASIAPAC.5, the Seconded National Expert is expected to perform the following tasks:

- Support the implementation of the EU Indo-Pacific Strategy in North-East Asia and the Pacific Island countries and act as Team Leader Pacific. Support the EU Special Envoy for the Indo-Pacific on relevant issues related to the countries covered by ASIAPAC.5. Contribute to the organisation of the annual EU Indo-Pacific Ministerial Forum.
- Assist in the preparation of Ministerial and high level meetings with third countries (e.g. in the context of the PIF) by preparing interventions and providing briefings for the HRVP / Commissioners / senior officials involved.
- Contribute to the implementation of all the relevant EU policies in the region; draft policy documents in close coordination with the EEAS and Commission services, as well as other stakeholders. Co-ordinate EU positions and reactions with associated services.
- Carry out political analysis, monitor political developments, and enhance political dialogue regarding the Pacific as a region, as well as individual countries, as requested by the Head of Division.
- Draft and monitor country and regional indicative programs and Multi-Annual Programs in cooperation with the EU Delegations and Commission services, including by defining the strategic objectives of the EU engagement.
- Contribute to awareness and visibility of the EU policies and activities in the Pacific region.
- Liaise with third country authorities, regional organisations and their representatives in Brussels.

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 of inter-institutional relations, as well as have relevant political experience in the proposed areas. The candidate will be working in a friendly and dynamic environment and will contribute to the work of ASIAPAC and the implementation of the EU's Indo-Pacific Strategy in particular in North-East Asia and the Pacific Island countries. They 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 their duties;
- d) Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that they 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.

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>

Selection criteria:

Candidates should:

A. Professional knowledge

- Have a relevant professional experience of at least 6 years.
- Have excellent knowledge of external relations, internal policies and functioning of the Union; and a good knowledge of the EEAS.
- Have extensive knowledge of EU policies towards Asia and the Pacific, as well as regional politics and trends.
- Experience of working in an Embassy, a Delegation (or equivalent in an international organisation) would be an asset.

B. Skills

- Have the ability to maintain diplomatic relations and to ensure representation, communication and management in a complex, multicultural environment. Intercultural sensitivity skills are required.
- Have a demonstrated capacity to coordinate among different services and stakeholders; as well as to negotiate in the field of external relations with third country national authorities, international organisations, and EU Member States.
- Have strong drafting, communication and analytical skills combined with sound political judgement.
- Have the ability to work in a team, as well as independently when needed.

C. Languages

- A thorough knowledge of English is required (excellent capacity to write and speak). Knowledge of Asian languages would be a strong asset.

D. Personal Qualities

- Be dynamic and able to interact and coordinate with several stakeholders. Motivated and flexible 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 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. The EEAS will provide for the allowances in order to contribute to

cover the SNE's living expenses in the place of secondment on a flat-rate basis. These allowances shall not be construed as remuneration paid by the EEAS.

Co-financed SNEs shall be entitled to:

- daily allowance (**between 43.84 to 175.38€/ calendar day²**) throughout the period of secondment;
- monthly allowance calculated on the basis of the distance between the place of origin (the employer's head office) and the place of secondment (**between 0 to 989.64 €/month³**);
- reimbursement of travels take up duties/end of secondment on a flat-rate basis (if not paid by the employer).

The EEAS will cover:

- missions-related costs incurred by the SNE posted in the EEAS HQ;
- complementary accident insurance 24/7 for SNE (not family members).

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, renewable up to 4 years.

Vacancy available from: 1 September 2025

Place of secondment: Brussels, Belgium.

For further information, please contact:

Administrative questions: SNE-HQ@eeas.europa.eu

² Daily allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014

³ Monthly allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014

