

**EEAS Vacancy Notice**  
**CO-FINANCED**  
**Seconded National Expert**  
**Delegation of the European Union to the United States, (Washington D.C.)**  
**AD level post**  
**Job No 153133**

**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 position of Seconded National Expert (Counsellor) at the **EU Delegation to the United States** as a "co-financed" secondment, i.e. salary, insurances, accommodation and other costs are to be paid by the EU MS as appropriate and specific allowances to be paid by the EEAS.

The Selected SNE will be working within the Political, Security and Development Section of the Delegation of the EU to the United States, under the direct supervision of the Head of Section (HoS). Monitor and contribute to the analysis and reporting on the overall political situation and development in the host country and its foreign policy, including on regional level and in political relations with the EU and Member States as well as to the policy development in foreign and security policy.

**We are looking for:**

The EEAS is seeking a highly motivated colleague to occupy the post of Seconded National Expert (SNE) to the **EU Delegation to the United States**. The expert will assist / contribute to:

- the analysis and reporting on political and security affairs with a geographical focus on US foreign policy and domestic politics, and the presentation of EU positions to US interlocutors in government, in Congress and in the wider foreign policy community;
- the organisation and preparation of high level exchanges between the EU and the US, including inward and outgoing visits;
- under the direct supervision of the Head of Section, to assist in other activities related to the Section's activities.

**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 Decision 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 a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties.
- c) Have a security clearance of minimum level EU-SECRET for the functions that he/she will carry out.
- d) Remain in the service of the employer throughout the period of secondment and shall be paid 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 as well as the integrity and confidentiality of EU documentation, information and procedures.

**Selection criteria:****Candidates should have:****A. Education**

University diploma in law, political science, international relations or a related subject

**B. Professional knowledge**

Experience of at least 3 years in international politics at institutional level (Foreign Ministry, Embassy, International organisation, NGO, etc.); Knowledge of EU institutions and procedures and EU external policies (CFSP-CFSD). Knowledge of the US' relations towards the EU's Eastern Neighbourhood (Eastern Europe, the Caucasus, Ukraine, Russia, Central Asia, and the Eastern Partnership), would be an advantage.

**C. Skills**

- Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Good drafting skills in English.
- Team worker, excellent coordination and communication skills.
- Solid analytical capability as well as drafting and reporting skills.
- Rapid grasp of problems and capacity to identify issues and solutions.

**D. Languages**

Fluency in English. Russian language skills would be an asset.

**E. Personal Qualities**

Dynamic, motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges in a high-pressure environment.

**F. 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](mailto: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.

**G. 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.

Duration of the secondment: Initial period up to two years, renewable) up to 4 years.

Co-financed SNEs shall be entitled to a:

- daily allowance (EUR 175.38€/ calendar day) throughout the period of secondment
- monthly allowance calculated according to the distance between the point of origin of the employer and the place of secondment (between 0 to EUR 989.64€).

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, salary, insurance, accommodation, schooling, etc. shall not be covered by the EEAS.

**Post available from: 01/11/2025**

**For further information, please contact: [SNE-DELEGATIONS@eeas.europa.eu](mailto:SNE-DELEGATIONS@eeas.europa.eu)**