

**EEAS Vacancy Notice**  
**Co-financed Seconded National Expert**  
**Delegation of the European Union to Vienna**  
**AD level post – Post No 427902**

**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, Political Officer, (in the Nuclear and Non-Proliferation Issues Section), as a **“co-financed”** secondment, at the **EU Delegation to Vienna**, i.e. salary, insurances, accommodation and other costs are to be paid by the EU Member State as appropriate and specific allowances to be paid by the EEAS.

**We are looking for:**

The European External Action Service (EEAS) is seeking a highly motivated and dynamic colleague with high personal integrity, flexible, to occupy the post of Seconded National Expert (SNE) to the EU Delegation to Vienna.

**Overall purpose:**

Under the authority of the Head of Delegation and the Head of the Nuclear and Non-Proliferation Issues Section, the Political Officer's task is to advise and assist the EU Delegation in Vienna on matters related to nuclear non-proliferation and export control, dealt with by the Vienna-based international organisations; in particular the Comprehensive Test-Ban Treaty Organisation (CTBTO), the International Atomic Energy Agency (IAEA), the Nuclear Suppliers Group (NSG), the Zangger Committee (ZC), the Wassenaar Arrangement (WA) and the Hague Code of Conduct against Ballistic Missile Proliferation (HCoC).

**Functions and duties:**

- To contribute to further developing the role of the EU in the CTBTO and IAEA context.
- To chair EU Coordination meetings aimed at drafting of EU statements and coordinating EU positions;
- To participate in meetings and negotiations on behalf of the EU/EURATOM and report to HQ as appropriate.
- Organise, support accompany as necessary, and assist in reporting on incoming missions from the EEAS, or if requested, from other EU institutions; for official visits to Headquarters by VBO officials; provide input for agenda and briefings.
- Contribute to policy development through regular reporting and preparation of briefings, background notes and proposals.
- Contribute to the implementation of EU policy, as appropriate, and to formulation of EU approaches in the relevant organisations, including EU statements in the policy-making bodies.
- To present and explain EU policies and the Delegation's work; to interact with members of the public, civil society, public and private organisations, and governmental representatives as part of the Delegation's information/communication and public outreach activities, including contributing to the Delegation's social media platforms (website, X).
- Liaising with the CTBTO, IAEA, other VBOs and export control regimes, including as regards cooperation under EU financial instruments.
- To develop contacts with EU MS and third countries in Vienna in order to defend and explain EU positions and policies.
- Draft the sections information notes with a view to providing them to EU partners as appropriate.
- Report to and liaise with headquarter services (EEAS, INTPA, TRADE, ENER and Council Secretariat).
- Respond to specific requests for briefing and information from Headquarters.

**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:**

The candidate 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 European 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 (s)he will carry out
- e) Remain in the service and on the payroll of the employer throughout the period of secondment
- 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 (s)he 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 3 years in the above-mentioned areas, prior work experience with/in UN system institutions would be an advantage.

**B. Skills**

Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.

Excellent analytical capability as well as excellent drafting and reporting skills in English. Rapid grasp of problems and capacity to identify issues and solutions.

Excellent team player who is willing to help colleagues under, at times, stressful circumstances.

**C. Languages**

Thorough knowledge (capacity to write and speak) in English is required; good French is recommended.

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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>

#### D. Personal Qualities

Dynamic, motivated and flexible personality. Able to adapt quickly to new situations and deal with last-minute challenges.

#### E. 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 Article 1d.4 of the Staff Regulations.

#### F. Conditions of secondment

The SNE shall remain at the service of her/his 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 of two years, renewable (2+2) up to 4 years.

The co-financed SNE shall be entitled to a:

- Daily allowance (**175.38€/calendar day, depending on place of origin; 150 km or more**) 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€ and EUR 989.64€/month, depending on place of origin**)

The EEAS will cover for certain security and mission's 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: **01/09/2026**

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