

## **EEAS Vacancy Notice**

### **Seconded National Expert in the Managing Directorate for Multilateral Relations, Human Rights and Democracy (POL.MULTILATERAL)**

#### **Policy Officer - Human Rights Division (POL.MULTILATERAL.3)**

**COST-FREE**

**AD level post**

**Job No 255300**

#### **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 in the Human Rights Division, POL.MULTILATERAL.3.

The successful candidate will join the Human Rights Division within the EEAS, whose role is to contribute to the realization of the EU Treaty commitment and political objective of promoting human rights, the rule of law and democracy worldwide. The division is responsible for conducting and coordinating the EU's human rights policy towards third countries and in the multilateral framework, as well as programming the relevant external assistance instrument.

#### **Functions and Duties:**

Under the authority of the Head of Division, the Seconded National Expert/Policy Officer is expected to perform the following tasks:

- To analyse, coordinate, develop, implement and monitor EU external human rights policy in thematic areas such as freedom of expression, media freedom, the rule of law and anti-discrimination, as well as in a specific geographical region.
- Contribute to policy development in thematic areas, enhance EU's action in third countries and follow up the multilateral dimension.
- Analyse the human rights situation of a specific geographical region in close collaboration with other EEAS Services and EU Delegations.
- Prepare, participate and follow up on Human Rights Dialogues and human rights aspects of Political Dialogues.
- Draft briefings, policy papers, resolutions and statements in multilateral fora and follow-up.

- Attend and report on the relevant Council and European Parliament's Committee meetings and other inter-institutional meetings, and maintain contacts in areas of responsibility with third countries and civil society
- Contribute to implementing the mandate of the Human Rights division in other areas, as necessary.

### **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 political experience in the proposed areas. The candidate will be working in a friendly and dynamic environment and contribute to the work of the Managing Directorate for Multilateral Relations, Human Rights and Democracy. 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.<sup>1</sup>;
- 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 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;

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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>

- 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 good knowledge of external relations, internal policies and functioning of the Union;
- have thematic knowledge and experience in the field of human rights, not least in the areas described for this position;
- additionally, would be considered as strong assets: experience of working in a team in multi-disciplinary and multi-cultural environment; experience in working with or within other EU institutions; experience of working in an Embassy, an EU Delegation (or equivalent in an international organisation)

##### **B. Skills**

- Have the ability to maintain diplomatic relations in a complex, multicultural environment;
- Have the capacity to build constructive working relations in the field of external relations with national authorities, international organisations and EU Member States;
- Have strong drafting and analytical skills combined with sound judgement;

##### **C. Languages**

- A thorough knowledge (capacity to write and speak) in French and English is required.

##### **D. Personal Qualities**

- Be a flexible team player. Have a strong service orientation.

### **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](mailto: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) from the Seconded National Expert concerned on a yearly basis. For further information, please contact [RM-01-COORDINATION@eeas.europa.eu](mailto:RM-01-COORDINATION@eeas.europa.eu)

Duration of the secondment: 2 years, renewable up to 4 years in total

**Vacancy available from: 16 October 2025**

**Place of secondment: Brussels, Belgium**

**For further information, please contact:**

[SNE-HQ@eeas.europa.eu](mailto:SNE-HQ@eeas.europa.eu)

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