

**EEAS Vacancy Notice**  
**Cost-free Seconded National Expert**  
**European Union Delegation to China**  
**Post no 500550**  
**AD-level post**

**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 (Policy Officer) to the EU Delegation to **China (Beijing)** as a "cost free" secondment, i.e. salary, insurances, accommodation and other costs are to be paid by the EU MS as appropriate.

**The overall purpose:**

**The Seconded National Expert (SNE) will be based at the EU Delegation to China (Beijing)** as Policy/Political Officer. Under the direction of the Head of Delegation and under the direct supervision of the Head of the Political, Press and Information Section, he/she will support the work of the Section in the following ways:

- a) To follow the political developments in China;
- b) To analyse and to report on developments in China's foreign policy;
- c) To provide regular and timely reporting to the Head of Delegation, the EEAS Headquarters, and relevant Commission services on the above-mentioned topics;
- d) To engage with local authorities on EU policies;
- e) To contribute to the preparation of and participate in EU-China dialogues;
- f) To ensure close coordination with and among Member States, including by participating in and/or convening relevant coordination meetings;
- g) To develop and maintain a network with relevant local actors, such as national administrations, think tanks, Member States' embassies, international organisations, other bilateral partners, and local civil society;
- h) To contribute to briefings and the preparation of visits, as well as providing general analytical input;
- i) To contribute to presentation, information, and communication activities.

**Functions and duties**

- a) **Monitor and analyse** political and foreign policy developments in China;
- b) **Support** EU policy formulation and implementation through timely analysis and reporting;
- c) **Facilitate** coordination and cooperation with EU Member States;
- d) **Under the supervision of the Head of Delegation, represent and promote** EU interests through engagement with local authorities, think tanks, academia and other stakeholders.

**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 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<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 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 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
- g) 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. Professional knowledge**

- Experience of at least 5 years in international relations and diplomatic work;
- Analysis and reporting skills;
- Working experience in third countries (Embassy, international organisations, NGO, etc.);
- Have a good understanding of China's domestic dynamics and foreign policy;

**B. Skills**

- Have the capacity to work and communicate under time constraints in an international diplomatic environment.
- Be a team worker and have good coordination and communication skills.
- Have solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

**C. Languages necessary for the performance of the duties:**

Excellent oral and written command of English is essential. Good knowledge of Chinese (Mandarin) would be an asset.

---

<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>

### **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) 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.

### **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.

Duration of the secondment: Initial period of **two years**, renewable up to 4 years in total.

For further information, please contact:

**SNE-DELEGATIONS@eeas.europa.eu**

Post available from : **immediately**