

EEAS Vacancy Notice

Seconded National Expert in the Directorate for Western Europe (POL.EURCA.WEST)

Policy Officer (POL.EURCA.WEST.DMD)

COST-FREE

AD level post

Job No 508889

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 Directorate for Western Europe (POL.EURCA.WEST).

The successful candidate will reinforce the team of the Deputy Managing Director for Western Europe. The Directorate for Western Europe (POL.EURCA.WEST) works towards the comprehensive deepening of relations, and where applicable integration and accession, between the EU and our immediate neighbours in Europe, the Western Balkans, Türkiye and the United Kingdom. It does so by supporting the HR/VP, the Commission, the European Parliament, the Council and Member States in their work on key aspects related to the Stabilisation and Association Processes, Enlargement, the EEA/EFTA, the special relations with Micro States, and all other institutional and legal arrangements that apply to EU relations with specific countries and regions. The Directorate covers 4 Divisions and 13 EU Delegations in charge of 16 partners or partner countries.

Functions and Duties: The successful candidate will support the Deputy Managing Director on cross division regional aspects, in close coordination with the Political Assistant of the Managing Director, and on issues pertaining to the Eastern Mediterranean, under the guidance of the Strategic Coordinator on the Eastern Mediterranean. The selected candidate will provide input regarding policy developments related to the region, including on energy and security, and organise relevant meetings with other EEAS Divisions (geographical and/or thematic).

Notwithstanding the above-mentioned job description, tasks would also generally include pursuing the EU's policies in all areas in the region, promoting and protecting the EU's interests and values, and promoting the visibility of the European Union.

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 experience in the proposed areas. The candidate will be working in a friendly and dynamic environment and contribute to the work of the Directorate for Western Europe (POL.EURCA.WEST). The successful candidate 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 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;
- 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. Education and Training

- Have a University diploma in law, political science, international relations, economics or other relevant field.

B. Professional knowledge

- Have a professional experience of at least 5 years preferably in the Ministry of Foreign Affairs.
- Have a professional experience of at least 3 years in the abovementioned areas, including analysis and reporting; knowledge/experience of EU institutions related decision-making processes, CFSP-CSDP, EU external action and related EU external policies (geographical and/or thematic).
- Experience of working previously in a team in multi-disciplinary and multi-cultural environment would be considered a strong asset.

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>

C. Skills

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required.
- Have the ability to work in teamwork, to coordinate and to communicate effectively.
- Have solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

D. Languages

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

E. Personal Qualities

- Be dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges, including missions in conflict area.

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.

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 in total

Vacancy available from: Immediately

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu

