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EEAS Vacancy Notice

COST-FREE

Seconded National Expert

Delegation of the European Union to RWANDA

AD level post

Job No 524496

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/her capacity as Vice-President of the Commission regarding his/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 (Political officer) at the **EU Delegation to RWANDA** as a **"cost free"** secondment, i.e. salary, insurances, accommodation and other costs are to be paid by the EU MS as appropriate.

Under the authority of the Head of Delegation and the Head of Political Press and Information Section, the SNE will contribute to the various tasks of the section such as political analysis and reporting, coordination with the partnership section, public and strategic communication as well as consular coordination activities.

We are looking for:

The European External Action Service (EEAS) is seeking a highly motivated colleague (SNE) to occupy the post of Seconded National Expert (SNE) at the **EU Delegation to RWANDA**

-The expert will contribute to the political work of the EU Delegation to promote democracy and economic and social development in Rwanda, with a particular focus on domestic and governance matters, and regional peace and security guided by the EU's Great Lakes Strategy. The Political Officer duties will include the following tasks:

-Monitor, analyse and report concisely and in timely fashion (EEAS reporting guidelines) - on the political and security situation in Rwanda, Rwandan domestic politics, regional political and military developments, and Rwanda's global foreign policy, including multilateral and continental matters.

-Advise on policy options, participate in EU coordination and in political dialogue with Rwanda in areas including foreign and security policy, democracy, human rights and governance.

-Maintain close working relations with relevant national authorities, political parties, EU Member State missions and other relevant organisations and institutions such as third country and UN missions, business and civil society organisations.

-Work with the press officer on EU Delegation communication strategy, media review and monitoring FIMI and hate speech.

-Prepare and assist in missions from Headquarters and EU HoMs

-Participate in relevant field missions in Rwanda and the region.

-Contribute to the identification of priorities and risks, in close coordination with the Partnership section and EU HQs, with regard to regional interventions and providing input to programmes and projects of regional character (Great Lakes Strategy).

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 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[1] 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:

A. Professional knowledge

- At least 3 years' work experience in external relations (diplomacy, international relations, security or development) and/or justice and home affairs.
- Previous experience in an EU MS embassy, in particular in the area of consular affairs, political affairs, migration or security is an advantage.
- Education and Training: University diploma in the field of political science, international relations, conflict/peace studies, humanitarian/development, economy or related areas.
- Good knowledge of the Great Lakes Region or prior experience on the African continent would be an asset.
- Knowledge of EU institutions and related decisional processes (EU external action, Justice and Home Affairs) is an advantage.

B. Skills

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
- Be a team worker and have good coordination and communication skills.

[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

- Have solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

C. Security

- Hostile Environment Awareness Training **(HEAT)** is recommended for this posting, but not compulsory.

D. Languages

- Thorough knowledge (capacity to write and speak) in English. French would be an important asset. Regional languages, such as Swahili and Kinyarwanda, would be assets.
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E. Personal Qualities

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

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) 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.

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

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.

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.

Vacant available from: 01/10/2026

For further information, please contact: SNE-DELEGATIONS@eeas.europa.eu

[1] https://www.eursc.eu/en/Accredited-European-Schools/About