

## **EEAS Vacancy Notice**

### **Seconded National Expert in the office of the Deputy Secretary-General for Political Affairs (EEAS.POL)**

**COST-FREE**

**AD level post**

**Job No 343032**

#### **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 post of a “cost-free” Seconded National Expert in the office of the Deputy Secretary-General for Political Affairs, supporting and coordinating the work of the DSG and maintaining an overview of the work of the EEAS in all relevant policy fields under his responsibility. Under his supervision, the Seconded National Expert is expected to perform the following tasks:

- Support the DSG on key policy areas and in his daily work; prioritise work and commitments; coordinate, review and draft briefing material; attend and follow up on meetings; prepare speaking material and contribute to non-papers and policy notes; accompany the DSG to meetings and on missions abroad as and where necessary;
- Ensure follow-up on work within relevant Managing Directorates under the DSG's responsibility through allocating and assigning tasks; managing and coordinating delivery and output;
- Provide policy advice and input on specific files;
- Attend and manage meetings and ensure their follow-up;
- Liaise with the office of the EEAS Secretary-General, Deputy Secretary-General for Peace, Security and Defence and Deputy Secretary-General for Economic and Global Affairs, as well as with the Cabinet of the HR/VP and other senior management in the EEAS and in the Commission as appropriate;
- Liaise with Member States' representatives in Brussels;
- Develop and maintain a network of contacts across the European institutions and in Brussels.

#### **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 solid 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. 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 five 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;
- 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:**

#### **A. Professional knowledge**

- Have a professional experience of at least 3 years in the above mentioned areas at institutional level, analysis and reporting; knowledge of EU institutions, related decisional processes.

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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>

## **B. Skills**

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

## **C. Languages**

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

## **D. 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](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 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:** 2 years

**Vacancy available from:** immediately

**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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