

EEAS Vacancy Notice
Seconded National Expert in the Task Force Gender and Diversity
(SG.GENDER AND DIVERSITY)
Diversity and Inclusion Expert
COST-FREE
AD level post
Job No 435722

We are:

The European External Action Service (EEAS) supports the High Representative in the exercise of the 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 the capacity as Vice-President of the Commission with regard to the 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 (SNE) on the position of Diversity¹ and Inclusion² Expert. The successful candidate will work under the direct supervision of the Head of Task Force for Gender and Diversity, which, under the guidance of the EU Ambassador for Gender and Diversity, reports directly to the Secretary General. The expert will work in close collaboration particularly with the geographical, Human Rights and Human Resources divisions within the EEAS, as well as with other institutions, International Organisations and Member States. In addition to implementing jointly the EEAS Agenda for Diversity and Inclusion, they will contribute to the inclusive culture of the organisation and external communication of related policies and actions.

Functions and Duties:

Under the guidance of the Head of Task Force for Gender and Diversity, the SNE is expected to perform the following tasks and responsibilities:

- Present recommendations on strategic objectives of the EU's foreign and security policy to recognize and promote diversity and inclusion.
- Ensure that the EEAS Agenda for Diversity and Inclusion is successfully implemented and in line with the EEAS policy framework and the EU political objectives and priorities.
- Proactively develop and implement programs and initiatives, plans, partnerships, activities and trainings that both promote diversity, inclusion, and equity.
- Actively engage with multilateral, regional and bilateral partners as well as civil society and academia when identifying best practice and gaps.

¹ Working definition: Diversity is the range of people in our workforce. For example, this might mean people with different ages, religions, gender identities, sexual orientation, social backgrounds, ethnicities, people with disabilities, and both men and women.

² Working definition: Inclusion is the degree to, and means by which, the perspectives and needs of all those affected by decision-making processes are represented, heard, and meaningfully integrated into our organisation's processes.

- Give strategic and operational advice on matters related to establishing the EEAS as an inclusive and diverse workplace, including on sexual orientation and gender identity, disability, racial or ethnic origin, age or religion or belief.
- Review current practices and policies, assessing and analysing the extent to which they support or hinder EEAS' objectives on diversity goals.
- Collect and analyse statistical data to evaluate EEAS policies in relation to diversity and inclusion.
- Develop and conduct internal, as well as external presentations/communications.
- Contribute to briefings and speeches for the High Representative, EU Commissioners and EEAS senior leadership on diversity and inclusion.

Follow developments in specific countries relating to Diversity and Inclusion and actively engage with the respective EU Delegations on them.

- Perform ad-hoc tasks as appropriate upon instruction of the Head of Task Force for Gender and Diversity.

We are looking for:

The European External Action Service (EEAS) is seeking a dynamic, proactive and highly self-motivated colleague with strong analytical, networking and communication skills to occupy the post of Diversity and Inclusion Expert. In addition, we seek a team player, who understands the challenges of working in a multilateral political environment and who has good abilities in quickly grasping and prioritising tasks.

The candidate should have a thorough knowledge of developments in the field of diversity and inclusion, as well as an understanding of EU policy-making and decision-making processes. The candidate will be working in a friendly and dynamic environment and contribute to the work of the Task Force for Gender and Diversity.

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' experience of policy, advisory or supervisory functions equivalent to those of function groups AD 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 level³;

³ Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For

- c) Have a thorough knowledge of English and a satisfactory knowledge of a second EU language;
- d) Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that they 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.
- 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

- Have a professional experience of at least 3 years, preferably in the Ministry of Interior, Home Affairs, Foreign Affairs, Defence, Military or Justice area or;
- Have solid experience working with and/or proven knowledge of diversity and inclusion.
- Have professional experience working in and/or with multilateral or regional organisations such as EU, UN, NATO or OSCE and/or
- Have a good understanding of the European Union decision-making processes; knowledge of policies and procedures, particularly in the area of external action and security policy, are valuable assets.

B. Education and Training

- Have a Master's Degree, preferably in International Relations, Human Resources, Political Science, Human Rights or Gender Studies.

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 team as well as independently when required, and to coordinate among services and colleagues effectively.
- Have strong communication skills and the capacity to deliver trainings on the matters at hand.
- Have solid analytical and advising capabilities, as well as drafting and reporting skills.

D. Languages

- A thorough knowledge of English, both written and spoken, is required (main working language). French will be an asset.

E. Personal Qualities

- Be dynamic, motivated and proactive.
- Be able to adapt quickly to new situations and deal with new challenges,
- Be a team player.

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 for 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 for up to 4 years in total

Vacancy available from: Immediately

Place of secondment: Brussels, Belgium