

EEAS Vacancy Notice

COST-FREE

Seconded National Expert

Delegation of the European Union to Guyana

AD level post

Job No 455278

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 (Political officer) at the **EU Delegation to Guyana and Suriname** 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 SNE in the Political Section is expected to make a significant contribution to the work of the Delegation, including by ensuring that the EU cooperation with Guyana and Suriname is based on a solid analysis of the political, socio-economic and security situation in the both countries and the region. The position is made available during a very significant time when Guyana is world's fastest growing economy with strong political leadership ambitions in the region.

Towards this end, under the authority of the Head of Delegation, the SNE will monitor and contribute to the analysis and reporting in the field of political and economic developments, the rule of law and good governance and other human rights issues.

Under the direct supervision of the Head of Section and/or Head of Delegation (HoD), the SNE will assist the Head of Section in co-ordinating the section's activities, where required.

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) to the **EU Delegation to Guyana and Suriname**.

The expert will contribute to the work of the Delegation in the following areas:

Policy analysis

- Analyse and assess relevant political, social, security and economic developments;
- Contribute to the implementation of the EU political objectives, priorities and policies at bi-lateral/regional level, with a particular focus on the following areas: governance, electoral reforms, regional developments with a particular focus on Guyana – Venezuela relations;
- Accompany from a thematic perspective the activities of EU regional programmes fighting drugs and other illicit goods trafficking in Guyana and Suriname;
- Follow up and cooperation with the regional / national offices of the relevant UN agencies, and regional organizations such as CARICOM and OAS;
- Ensure close cooperation with relevant EU Delegations in the region (including Barbados, Trinidad and Tobago, Venezuela);
- Participate in stakeholder consultations (MS and other diplomatic missions, NGOs, civil society, UN) on issues related to his/her portfolio;
- Draft and update comprehensive analysis reports, annual reports, synthesis reports and briefings;
- Providing advice to Head of Section and Head of Delegation on the above issues

Support the Head of Section/Head of Delegation's tasks of representation, negotiation and communication

- Support the section in its representation, negotiation and communication activities vis à vis Guyanese and Surinamese authorities, diplomatic missions and international organisations, public and private organisations, on areas of responsibility;
- Maintain network of contacts with Guyanese and Surinamese officials, media, NGOs, academics, Member States, third country representations.

Missions, Meetings and Visits

- Support in the preparation of high-level visits and missions, ad hoc events, field visits, etc.

Support for Coordination functions

- Assist the Head of Section in local coordination functions, in particular for monthly meetings of EU Political Counsellors and Local Consular Coordination Affairs.
- In areas of responsibility: preparation of presentations, documentation, organisation of visits;
- Drafting of minutes, when required.

External Communication

- Distribute information on EU policies.
- Act as focal point for all enquiries regarding the area(s) of thematic responsibility.
- Maintain good contacts with relevant actors and counterparts with a view to gathering inputs for the internal analyses/reports and to explaining EU policies externally.

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 Union¹ 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:

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>

Candidates should:

A. Professional knowledge

- At least 5 years' work experience in external relations and/or justice and home affairs or development cooperation, at institutional level, including analysis and reporting.
- Previous field experience of at least 3 years in an EU MS embassy, International organization, or NGO is an advantage.
- Knowledge of EU institutions and related decisional processes, in particular in the area of EU external policies.
- Experience in the Caribbean region 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.
- Have solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

C. Languages

Thorough knowledge (capacity to write and speak) in English; knowledge of Dutch, French, and/or Spanish would be an asset.

D. Personal Qualities

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

E. 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.

F. 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.**

Vacant available from: immediately

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