

EEAS Vacancy Notice

COST-FREE

Seconded National Expert

**Delegation of the European Union to the United Nations
and other International Organisations in Geneva**

AD level post

Job No 430292

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 position of Seconded National Expert (Policy officer) at the **EU Delegation to the United Nations and other International Organisations in Geneva** as a “cost free” secondment, i.e. salary, insurances, accommodation and other costs are to be paid by the EU MS as appropriate.

Overall purpose: under the authority of the Head of Delegation (HoD) and guided by the Head of Section (HoS), provide expertise in a variety of domains related to human rights, contribute to the negotiation of EU-led or priority initiatives in the UN Human Rights Council, defend and promote EU positions and policies, and conduct outreach and relationship building with other delegations and UN institutions relevant in the field of human rights.

We are looking for:

The EEAS is seeking a highly motivated colleague to occupy the post of Seconded National Expert (SNE) to the **EU Delegation to the United Nations and other International Organisations in Geneva**. The expert will assist / contribute:

- **Negotiating and coordinating:** under the supervision of the HoD, leading any EU-led resolutions in the UN Human Rights Council (drafting, coordinating EU positions, chairing co-sponsors and informal meetings, negotiation and outreach with other partners) as well as leading on country-specific resolutions and initiatives within the geographical scope of Eastern Europe (e.g. resolutions on Belarus, Georgia) and on a number of thematic resolutions and initiatives.
- **Reporting:** in a timely manner for HoS, HoD and headquarters (including early warnings, specific requests, info flashes and "think pieces") and briefings. Contribute to the implementation of initiatives by the UN and other organisations followed by the expert; contribute to formulation of the EU strategy in relation with the organisations followed
- **Networking:** develop productive working relationships with representatives of the EU Member States and other diplomatic missions, and contacts with representatives of international organisations in the areas covered as well as other stakeholders. Monitor activities by relevant organisations with a view to identifying areas of collaboration and support; Ensure EU cooperation with relevant treaty bodies and fora; etc.
- **Presentation, information and communication:** Where mandated to do so by and under the HoS and/or the HoD supervision, contribute to explaining, specifying and defending EU positions and policies to counterparts in international organisations and in relevant multilateral fora; contribute to the Press and Information activities of the Delegation in all relevant areas.

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:

Candidates should:

A. Professional knowledge

- At least 3 years' work experience in external relations and/or international affairs.
- Previous within a diplomatic service at HQ and/or in the EU and/or third countries (Embassy, International Organisation, NGO, etc.); experience with multilateral processes.
- Knowledge of EU institutions and related decisional processes (EU external action) and EU human rights policy and diplomacy would be assets.

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.

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. Languages

Thorough knowledge (capacity to write and speak) in English and ability to speak and understand French is required.

D. Personal Qualities

- Dynamic, motivated and flexible personality. Ability to adapt quickly to new situations and deal with new challenges.
- Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.

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.

Post available from: 01/05/2025

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