

EEAS Vacancy Notice

COST-FREE

Seconded National Expert

Delegation of the European Union

to the United Nations, New York

AD level post

Job No 454246

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 (policy officer) at the **EU Delegation to the United Nations, New York** 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

Under the authority of the Head of Delegation (HoD) or the Deputy Head of Delegation (DHoD) and the Head of the Human Rights and Social Affairs Section, to assist the EU Delegation and contribute to:

- the external representation of the European Union vis-à-vis the UN and other stakeholders;
- the organization and internal coordination of the EU Member States in accordance with Article 34 of the Treaty on European Union, under the responsibility of the High Representative of the Union for Foreign Affairs and Security Policy.

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 the United Nations, New York**.

The expert will assist / contribute:

As a member of the Human Rights and Social Affairs Section at the EU delegation, the SNE will be involved and working on a broad range of human rights issues, covering civil, political, economic, social and cultural rights, as well as social affairs, within the context of the UN General Assembly Third Committee, the Commission of the Status of Women, and other related processes and events at the UN in New York.

This includes covering topics such as gender equality and women's empowerment, rights of children, older persons, youth, persons with disabilities, indigenous people, racism, discrimination, freedom of expression, freedom of religion and belief and drugs and crime prevention, as well as working on human rights in relation to country situations.

The SNE will be responsible for a thematic and geographical area within the team, with certain flexibility within the team depending on priorities, workload and expertise in the section. This will include assisting the Head or Deputy Head of Delegation in negotiations, as well as EU coordination, on thematic or country specific resolutions, mainly in the General Assembly Third Committee. The tasks include:

- Participate in relevant UN meetings in these areas of responsibility and present EU positions
- Establish and maintain contacts with representatives of UN Member States and other observer missions at the UN, the UN Secretariat, civil society representatives and other relevant actors in New York

- Prepare analytical reports for Headquarters from UN meetings, negotiations, discussions and other relevant developments within the area of responsibility
- Draft EU statements and positions and coordinate their approval within the EU
- Chair EU expert level coordination meetings
- Assist the Head or Deputy Head of Delegation to negotiate texts such as General Assembly resolutions with third countries
- Prepare briefings for the EU Delegation management
- Contribute to advice on coherence of EU external policy activities in the UN as well as to the formulation of the EU strategy in relation to the UN activities
- Organize meetings and events
- Other tasks, as necessary, in the team

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 justice and home affairs.
- Previous experience in an EU MS embassy, in particular in the area of consular affairs, political affairs, human rights is an advantage.
- Knowledge of EU institutions and related decisional processes (EU external action, JHA) and experience in the Maghreb region is an advantage.

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>

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 and very good knowledge of French.

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: immediately

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