

EEAS Vacancy Notice

Seconded National Expert in the Office of the Secretary General of the EEAS

COST-FREE

AD level post

Job No 357320

We are:

The European External Action Service (EEAS) supports the High Representative of the Union for Foreign Affairs and Security Policy (HRVP) 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 HRVP 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.

Within the EEAS, the Office of the Secretary General plays a central role in supporting the HRVP, the EEAS Secretary General and senior management in achieving policy priorities. Through a joined-up approach to inter-institutional coordination, the Office contributes to the effective and efficient conduct of policy and decision-making processes within the EEAS and with regard to the work of the Council and Commission.

We propose:

The post of a “cost-free” Seconded National Expert (SNE) in the Office of the Secretary General of the EEAS. The Office oversees the daily work of the EU foreign and security policy, as well as thematic and geographical departments focusing on advancing EU policies, values, objectives and interests in coordination with the Deputy Secretary Generals for Economic and Global issues, Political Affairs and Peace, Security and Defence.

The SNE will work in a dedicated team supporting the EEAS's overall efforts in relation to EU foreign policy and horizontal issues. The expert will work closely with relevant policy and geographical Divisions of the EEAS, the EU Delegations and the expert's community, Member States representatives, European Commission and the Spokespersons Service.

Functions and Duties:

Under the guidance of the Head of Office, the Seconded National Expert will, in co-operation with the relevant actors, contribute to the EEAS overall coordination and horizontal issues. The SNE will advise and work more specifically on the following:

- developing and facilitating EEAS strategic policy-making including helping to ensure overall policy coherence through cross-checking and cooperation with all relevant actors within the EEAS, and when relevant, with other EU institutions;
- enhancing the EEAS overall foresight and analysis capacity by preparing e.g. analyses on emerging trends and topics of strategic and political relevance for the EU, regular digests of contributions by opinion shapers to the EEAS Senior Management, or flash analytical notes on major developments and events;
- liaising with EEAS geographical and thematic departments concerned, including participating in meetings that help to promote coherence in policy making within the EEAS;
- Contributing to horizontal tasks within the Office.

We are looking for:

The EEAS is seeking a dynamic, proactive and highly motivated colleague with strong analytical and networking skills to occupy this SNE post.

The candidate should have a good understanding of EU policy-making and decision-making processes, and an understanding of inter-institutional relations as well as having relevant political experience in policy coordination. The candidate will be working in a friendly and dynamic environment and contribute to the work of the Office. 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 a university diploma in political or social science, economy, law, business administration or any other related field 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 Union 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/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:

Candidates should have:

A. Professional knowledge

- professional experience of at least 6 years, preferably in the Ministry for Foreign/European Affairs, or in a coordinating position in relation to EU affairs.
- extensive knowledge of the EU institutions and related decision making processes, CFSP-CSDP, EU external action and related EU external policies (geographic and thematic)

- experience in the work of the Council and its preparatory bodies, notably in a Permanent Representation or in a Ministry of Foreign Affairs would be an asset;
- further experience in policy coordination work would be an asset.

B. Skills

- the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required;
- the ability to work in teamwork, to coordinate and to communicate effectively;
- solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions;
- capacity to present a given topic to a wide range of audiences, and capacity to communicate in public events and negotiate in complex environments

C. Languages

Thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another to the extent necessary to carry out the duties involved. In practice, excellent command of English is required; command of the French language would be an asset.

D. Personal Qualities

Dynamic, motivated and very resilient personality, able to adapt quickly to new situations and deal with new challenges while delivering high quality work under time pressure, and be a strong 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 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 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, renewable up to 4 years in total

Vacancy available from: Immediately

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu

