

EEAS Vacancy Notice

Seconded National Expert in the Policy Coordination Division (SG.COORD)

Policy Officer, SG.COORD Sector 2- Commission Team

COST-FREE

AD level post

Job No 390688

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 post of a "cost-free" Seconded National Expert on the position of Policy Officer in the Commission team, Sector 2 of Policy Coordination Division (SG.COORD).

The successful candidate will join the Commission team, Sector 2 of SG.COORD. The team coordinates relations with the European Commission, including through EXCO and GRI, and the EEAS contribution to the annual Commission Work Programme. It works closely with all EEAS services, the HRVP Cabinet and Commission services, in particular the Secretariat General of the Commission. The Sector is also in charge of several internal EEAS Guidelines, statements and alignments of certain third countries with CFSP and general instructions to EU Delegations.

Functions and Duties:

Under the guidance of the Head of Division, the Deputy Head of Division and the Head of Sector, the Seconded National Expert will:

- Support the implementation of relevant initiatives contained in the Commission Work Programme, including coordination on the external dimension of Commission initiatives (in close cooperation with DMD GLOBAL);
- Support the preparation and conduct of EXCO meetings, including through liaising with EEAS services on EEAS positions on EXCO notes, preparing briefings, processing non-papers, including for FAC;
- Follow various relevant geographic and thematic Commission Interservice Groups;
- Accompany the issuance of EU statements and support the ensuing alignment process;
- Contribute to horizontal tasks within the Policy Coordination Division (e.g. clearance of draft COREUs, coordination of briefing requests for HRVP meetings with EU27 FM's, etc).

- Specific areas of responsibility can be adjusted according to the successful candidate's expertise and interest.

We are looking for:

The European External Action Service (EEAS) is seeking a dynamic, proactive and highly motivated colleague with strong analytical and networking skills to occupy the post of Seconded National Expert (SNE).

The candidate should have an excellent understanding of EU policy-making and decision-making processes, and a good understanding of inter-institutional relations. The candidate will be working in a political and dynamic 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 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.¹;
- 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.

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>

Selection criteria:

Candidates should:

A. Professional knowledge

- Have a professional experience of at least 3 years, preferably in a Ministry for Foreign/European Affairs or in a coordinating position in EU affairs.
- Have extensive knowledge of EU institutions and related decision making processes, EU external action and related EU external policies (geographic and thematic).
- Experience in the work of the Commission would be an asset.

B. Skills

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment and on complex issues.
- Have the ability to work in a team, to coordinate and to communicate effectively; show a proactive approach to problem solving; ensure representation of the Division and the EEAS as appropriate.
- Have solid analytical capability as well as excellent drafting and reporting skills, rapid grasp of problems and capacity to identify issues and solutions.

C. Languages

- A thorough knowledge (capacity to write and speak) in French and English is required.

D. Personal Qualities

- Dynamic, motivated and very resilient personality. Able to adapt quickly to new situations and deal with new challenges, delivering high quality under time pressure. 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
