

EEAS Vacancy Notice

Seconded National Expert in the Directorate for Strategic Communication and Foresight (STRAT)

Information and Communication Officer

COST-FREE

AD level post

Job No 334237

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 an Information and Communication Officer in the Directorate for Strategic Communication and Foresight

The successful candidate will join the Communications Policy and Public Diplomacy Division. The Division leads the European Union's efforts on the public dimension of European diplomacy and its communication on Foreign Affairs and Security Policy, as well as its external action more broadly. It proactively communicates and enhances support for the values, policies, priorities, actions and impact of the EU as a global actor among EU citizens and at the international level.

The Division supports the EU Delegations and relevant Missions and Operations around the world in communicating and enhancing support for the EU and its activities and policies to the relevant audiences. It also supports and facilitates the internal communications in the European External Action Service and plays a leading role in information management activities.

Functions and Duties:

Under the authority of the Head of Division, the Seconded National Expert is expected to perform the following tasks:

- Contribute to strategic advise to the hierarchy and engage with other EU departments on communication strategies towards audiences in the Americas;
- Liaise and coordinate with other EU departments implementing programmes and initiatives having a communication and public diplomacy dimension (e.g. sectoral diplomacies) and promote closer cooperation and synergies between relevant services of the EEAS and the EU institutions in their efforts towards effective EU strategic communications, cultural and public diplomacy activities.
- Engage with relevant stakeholders and target groups in the EU and in the Americas with strong cooperation with the EU Delegations to build trust and understanding on the EU and on the approach and objectives of EU EEAS communications and Public Diplomacy efforts.

- Contribute to shaping and implementation of communication activities around high-level missions and summits with EU leaders together with other stakeholders (Council, Commission, Spokesperson's Service) related to the Americas;
- Contribute to support EU Delegations on communications, information, press and public diplomacy activities including by organising and participating in the regular regional conference calls, communication training and regional seminars.
- Work together with relevant EU Institutions and bodies on strategic medium-long term communication activities and campaigns, and representing the Division in relevant internal and external meetings;
- Provide briefing notes, reports, assessments, analysis, draft policy decisions/suggestions in the area of geographical competence.

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 will work closely with the relevant services within the EEAS, the Commission and the EU Delegations. A challenging position as Information and communication officer encompasses the tasks of contributing to the development and implementation of EU's strategic communication approach in EU Foreign Policy, and to implement the Public Diplomacy policy in EU's external relations with the focus to the Americas.

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 have relevant political experience in the proposed areas. 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 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;

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>

- 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:

A. Professional knowledge

- Have a professional experience of at least 5 years, preferably in the Ministry of Foreign Affairs, in an Embassy or equivalent in an international organisation;
- Have extensive knowledge and experience in strategic communication and public diplomacy. Good working knowledge of the EU (institutional) environment and instruments in the area of foreign policy.
- have strong drafting, communication and analytical skills combined with sound judgement

B. Skills

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required;
- Have excellent knowledge of external relations, internal policies and functioning of the Union;
- Have the ability to work in a multicultural team, to coordinate and to communicate effectively and ability to establish and maintain a network of contacts both within and outside the EEAS.
- Have the ability to communicate clearly on complex issues and the capacity to perform with accuracy and in a flexible manner a diversity of tasks in a complex institutional environment;
- Have solid analytical capability as well as 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. The fluency of both spoken and written Spanish is necessary, knowledge of Portuguese will be considered as an asset.

D. Personal Qualities

- Be dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges.

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.

Other expenses such as removal costs, allowances, salary, insurance, schooling (while the SNE maintains the right to enroll the children in an European School Type I)² and costs related to the enrolment to the Interinstitutional nurseries or the After-school centre managed by the early childhood centre of the European Commission shall not be covered by the EEAS. However, in case the SNE makes use of these two facilities for their dependent children, the EEAS shall recover any invoiced cost (including the institutional and the parental contribution) from the Seconded National Expert concerned on a yearly basis.

Duration of the secondment: 2 years, renewable up to 4 years in total

Vacancy available from: 1 March 2024

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu

² <https://www.eursc.eu/en/Accredited-European-Schools/About>

