

EEAS Vacancy Notice

Seconded National Expert in the Managing Directorate for Eastern Europe and Central Asia (EURCA)

Policy Officer - Georgia, Moldova, Armenia, Azerbaijan, Belarus Division (EURCA.5)

COST-FREE

AD level post

Job No 438803

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.

As part of the Managing Directorate for Eastern Europe and Central Asia, EURCA.5 is the division responsible for the management of the EU bilateral relations with Armenia, Azerbaijan, Belarus, Georgia, and the Republic of Moldova.

We propose:

The post of a "cost-free" Seconded National Expert on the position of Policy Officer in EURCA.5.

The successful candidate will work on the EU relations with South Caucasus countries. He/she will work closely with the other members of the team, as well as with the team of the EU Special Representative for the South Caucasus.

Functions and Duties:

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

- Coordinate the implementation of the EU agreements with South Caucasus countries, ensure the coherence of EU instruments in the countries, and coordinate with other EU institutions as well as with international partners and international organisations.
- Monitor political developments, and carry out analysis in areas linked to relevant EU policies.
- Contribute to the formulation of EU initiatives, approaches and policies in coordination with Member States, European Commission, EU Special Representative Office and other partners, including in relation to peacebuilding.
- Contribute to the preparation of the meetings under the relevant bilateral agreements, political dialogue meetings, and other relevant meetings.
- Prepare briefings, deal with Parliamentary questions and petitions, carry out to inter-service consultations.

- Maintain contacts with the diplomatic representations of South Caucasus countries, civil society, business and other external actors, and represent the Division in relevant Council working groups, European Parliament, and other relevant meetings;
- Act as back-up to the other members of the Division as appropriate.

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 a good understanding of EU policy-making and decision-making processes, and an understanding of inter-institutional relations, have relevant political experience in the proposed areas, and an in-depth understanding of the dynamics in the region. The candidate will be working in a friendly and dynamic environment and contribute to the work of EURCA. He/she will have to work in an international and multicultural environment in close synergy with Member States and EU institutions.

This challenging position also requires from the candidate both strong drafting and communication skills, diplomatic experience and capacity, coordination and organisation skills, flexibility and dedication to work, including under high pressure and very tight deadlines.

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

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>

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, or Defence, or in international organisations;
- Have knowledge and understanding of the South Caucasus and/or the broader Eastern partnership region;
- Have excellent knowledge of external relations, internal policies and functioning of the Union, and have experience and knowledge of CFSP and CSDP-related issues;

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 the ability to work in teamwork, to coordinate and to communicate effectively.
- 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 English and an understanding of French are required. Knowledge of local language(s) would be a strong asset.

D. Personal Qualities

- Be dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges, including missions in conflict area.

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: 1 year 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
