

## **EEAS Vacancy Notice**

### **Seconded National Expert in the Directorate for the Americas (AMERICAS)**

#### **Desk Officer - Mexico, Central America and the Caribbean Division (AMERICAS.2)**

**COST-FREE**

**AD level post**

**Job No 439514**

#### **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 co-Desk Officer in the Mexico, Central America and the Caribbean Division (AMERICAS.2).

The successful candidate will join the Mexico, Central America and the Caribbean Division of the Directorate for the Americas. The Division is responsible for bilateral and regional relations with Mexico and the Central American countries of Nicaragua, Guatemala, Honduras, El Salvador, Costa Rica, and Panama; and the Caribbean states of Antigua and Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Lucia, St Kitts and Nevis, St Vincent and the Grenadines, Suriname, and Trinidad and Tobago. The Division is also responsible for relations with Regional Organisations including, SICA, SIECA, CARICOM, CARIFORUM, the OECS and the ACS.

The Division is the focal point for all matters concerning partner countries and regions, prepares briefings, answers questions from the European Parliament and is involved in Inter-service Consultations (CIS). The Division is also responsible for the coordination and follow-up of the European Union's activities in the countries of the region.

#### **Functions and Duties:**

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

- Contribute to the formulation and implementation of EU policy towards the region and, more specifically, Haiti (but also Central American or Caribbean countries as needed)
- Provide inputs for briefing notes, meeting reports, analysis, draft policy decisions/suggestions in relation to the assigned countries / region
- In coordination with the main desks, help prepare and take part in the discussions of the Council working groups (e.g. COLAC, COHAFA), EP committees (e.g. DCAM, DEVE, DROI) and other fora in which the above countries are discussed, including through drafting notes or any other documents relating to the discussions;

- Maintain close contact with relevant services within the EEAS, including the services of the DSG POL, relevant geographic and thematic MDs and EUSR offices, the EU Delegations concerned, as well as with the Commission and Member States services for the purpose of the assigned tasks;
- Liaise with ECHO, FPI, INTPA, and other relevant operational services to follow up on the humanitarian assistance and cooperation in the countries covered, including contributing to joint analyses, crisis management, lessons learned processes and other work related to best practices to improve EU assistance and operations in the country concerned.

### **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 as well as have relevant political experience in the proposed areas. The candidate will be working in a friendly and dynamic environment and contribute to the work of the Americas.2 Division. 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.<sup>1</sup>;
- 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;

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<sup>1</sup> 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>

- 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, Interior/Police, or Justice area.
- Have extensive knowledge of the above mentioned policy areas are required, including conflict sensitive analytical capacities, security/CT policies in Member States or international organizations and diplomatic representations. Good working knowledge of the EU (institutional) environment and instruments in the area of external and security policy. Proven reporting and analysis capacity.
- Have experience in Justice and Security Sector Reform and/or DDR processes would be an asset

##### **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 French and English is required. Knowledge of Spanish 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](mailto: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](mailto:SNE-HQ@eeas.europa.eu)

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