

## **Vacancy notice 2023/159 – HQ (AD)**

### **EEAS Vacancy Notice Administrator**

**Administrator – Chair of the Council Working Group on Asia - Oceania**

**(COASI)**

**(EU Staff Members: AD9-AD14/ Candidates from Member States<sup>1</sup>: AD11)**

**Job n. 166905**

#### **We are:**

The European External Action Service (hereafter, the "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 (hereafter, the "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 EU Member States as well as the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

The Asia-Pacific Department is in charge of promoting EU relations with countries of Asia and the Pacific.

#### **We propose:**

The position of **Chair of the Council Working Group on Asia-Oceania (COASI)**.

Under the administrative authority of the Managing Director for Asia and the Pacific, the COASI Chair is in charge of coordinating the work of the Asia-Oceania Working Party of the EU Council, which covers EU relations with Asia and Oceania. The Working Party handles preparations for the work and discussions on EU relations with Asia and the Pacific in the Political and Security Committee, Coreper and in the Council. It mainly deals with developing long-term EU strategies and policies towards the region, ensuring consistency in EU actions, contributing to the preparations of summits and other key meetings with EU strategic partners in the region, providing guidance and feedback in the negotiation of political framework agreements between the EU and countries in the region.

#### **The main responsibilities are as follows:**

The COASI Chair will have the responsibility for the good management of the Working Party's work and contribute to policy definition and implementation of relations with Asia and Oceania. This will include preparations of discussions and decisions of PSC, Coreper and Council. He/she will be an integral part of the Asia-Pacific Department, under the authority of the Managing Director. He/she will also work under the guidance of the Chair of the Political and Security Committee (PSC) as concerns the planning,

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<sup>1</sup> Temporary Agents from national diplomatic services of the Member States to whom Article 2(e) of the CEOS applies will also be reclassified to this grade if selected for the post.

processing and substance of dossiers going through the PSC and Coreper/Foreign Affairs Council.

The successful candidate will work in close cooperation with all colleagues in the Asia and Pacific Department of the EEAS, as well as with other relevant departments, EU Delegations and institutions as required. The position involves maintaining close and effective relations with EU Member States representatives and regular contacts with representatives from the partner countries, civil society, business and other stakeholders.

This position is classified as a "Head of Unit or equivalent" type of post<sup>2</sup> in the grade bracket AD 9-14.

If selected for the post, candidates from the national diplomatic services of Member States will be recruited at grade AD 11.

If selected for the post, the contract of candidates who, at the time of their application are temporary agents to whom Article 2(e) of the Conditions of Employment of Other Servants (hereafter, the "CEOS") applies, will be amended and, if applicable, these candidates will be reclassified at grade AD11.

The duration of the assignment to the post shall be, in principle, four years.

### **Legal basis for recruitment to this position:**

The successful candidate for this position will be:

- appointed in accordance with Article 29(1) of the Staff Regulations (hereafter, the "SR") if he or she is an official;
- recruited in accordance with Article 29(1)(a) and Article 98(1), first subparagraph, of the SR, if the candidate is a member of the national diplomatic service of a Member State or reassigned if he/she is a temporary agent to whom Article 2(e) of the CEOS applies. Such candidates shall be recruited or, if applicable, assigned at grade AD 11 or at their current grade if it is higher.

### **WE LOOK FOR:**

We are looking for a dynamic, proactive and highly motivated colleague with strong negotiation and networking skills. 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 experience in the area of human rights, rule of law and democracy. The candidate will be working in a friendly and dynamic multicultural environment in close synergy with Member States and EU institutions.

## **I. ELIGIBILITY CRITERIA<sup>3</sup>**

### **General**

Further to the conditions set out in Article 28 of the SR for EU officials and Article 12 of the CEOS for temporary agents, candidates must:

1. be an EU official, or a temporary agent to whom Article 2(e) of the CEOS applies, or a member of staff from national diplomatic services of the Member States;

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<sup>2</sup> According to the Annex I of the Staff Regulations

<sup>3</sup> All the eligibility criteria must be met on the closing date for applications for this post.

2. have the capacity to work in the languages of the CFSP and external relations (English and French), necessary for the performance of their duties. Knowledge of other EU languages would also be an asset;
3. have at least three years' proven, pertinent external relations experience - for staff from national diplomatic services, this experience must have been gained from working in a national administration of one of the Member States.

### **SPECIFIC ELIGIBILITY CRITERIA FOR EU OFFICIALS**

1. EU officials applying for this post must be AD 9 – AD 14. EU officials at AD 8 are eligible to apply if they have at least 2 years seniority in that grade. In the event of a successful application, EU officials at AD 9 – AD 14 will be appointed at the same grade. EU officials at AD 8 will be promoted to grade AD 9.
2. Due to the need to ensure sound financial management of the limited financial resources and given the fact that the assignment of a staff member to a Delegation has important budgetary and business continuity implications, applications from staff members currently serving in a Delegation and who are not in the annual rotation/ mobility exercise are in principle not eligible and may only be considered in the interest of the service or in case of an application for a higher type of post (further on, "career progression").<sup>4</sup> In addition, if they wish to apply for a post on the basis of career progression, they should have spent at least 2 years on their current post when they take up duty.
3. Candidates who, at the time of the application, are EU officials, independently of their administrative status under Article 35 of the SR, cannot request to be recruited as temporary agents under Article 2(e) of the CEOS.

In the case of applications from EU officials on leave for personal grounds, successful candidates will be reinstated into active employment within the meaning of Articles 35(a) of the SR.

EEAS Officials assigned according to Article 30 of the annex XIII SR to the type of post "*Senior Administrator in transition*" (AD14) or "*Administrator in transition*" (AD13) can apply for posts which correspond to the type of post of Administrator. If selected, they will be transferred within the EEAS. As a consequence, EU officials AD13 and AD14 from other Institutions are not eligible.

### **- SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE NATIONAL DIPLOMATIC SERVICES OF THE MEMBER STATES TO BE RECRUITED IN ACCORDANCE ARTICLE 98(1), FIRST SUBPARAGRAPH, OF THE SR.**

In line with Article 12 of the CEOS and in accordance with the needs of the service, candidates from the diplomatic services of Member States of the Union must:

1. possess a level of education
    - a. which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more,
- OR

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<sup>4</sup> 'Career progression' refers to applications for a higher type of post according to Annex I of the SR. It is designed to allow staff to develop within the organisation. In this case, it refers to "Administrators" in grade AD 8 with 2 years seniority in this grade, who are applying to a "Head of Unit or equivalent" type of post for the first time.

- b. which corresponds to completed university studies attested by a diploma and relevant professional experience of at least one year when the normal period of university education is at least three years.<sup>5</sup>
2. have gained at least 10 years' full time professional experience. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience; Candidates must indicate their level of education and professional experience on the application form.

The candidates shall provide a statement issued by their Ministry of Foreign Affairs, which contains at least the following elements:

- the post to which the candidate applies;
- confirmation that the candidate is a staff member in active service in the Ministry of Foreign Affairs of their Member State of origin at the time of the application, either as an official or under a permanent employment relation;
- endorsement by the Ministry of Foreign Affairs of their application to the post;
- a guarantee of immediate reinstatement in the Ministry of Foreign Affairs at the end of their period of service to the EEAS as required under Article 50b(2) of the CEOS.

If candidates are unable to provide this document from their Ministry of Foreign Affairs, their application will be deemed ineligible.

Furthermore, candidates must be in a position to serve during the full duration of their assignment within the maximum duration of engagement in the EEAS.

3. Candidates from the Member States shall be in active employment in their public service of origin at the moment of the application.

#### **- SPECIFIC ELIGIBILITY CRITERIA FOR TEMPORARY AGENTS TO WHOM ARTICLE 2(E) OF THE CEOS APPLIES**

Due to the need to ensure sound financial management of the limited financial resources and given the fact that the assignment of staff to a post of the establishment plan in Delegation or in Headquarters has important budgetary and business continuity implications, applications from temporary agents currently employed in the EEAS under Article 2(e) of the CEOS will be considered only during the third year of their first contract.

They must provide a statement issued by their Ministry of Foreign Affairs containing the elements provided for by the specific eligibility criteria for candidates from national diplomatic services of the Member States.

Candidates from national diplomatic services who, at the time of their application, are Temporary Agents to whom Article 2(e) of the CEOS applies, are eligible to apply, irrespective of their current grade, provided that they fulfil the general eligibility criteria.

## **II. SELECTION CRITERIA:**

The ideal candidates should:

- have the ability to maintain diplomatic relations and to ensure representation, communication and management in a complex, multicultural environment;

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<sup>5</sup> The minimum of one year of professional experience required under (b) counts as an integral part of the above qualification and cannot be included in the professional experience required under point 3.

- have a demonstrated capacity to play a leading role in negotiations in the field of external relations, with third country national authorities, international organisations and EU Member States;
- have strong drafting, communication and analytical skills combined with sound political judgement;
- have excellent knowledge of external relations, internal policies and functioning of the Union; and a good knowledge of the EEAS;
- have a proven capacity to synthesise, forge compromises and lead colleagues towards operational conclusions;
- have excellent knowledge of external relations, internal policies and functioning of the Union;
- have experience and knowledge of CFSP and CSDP-related issues;
- have knowledge and/or proven experience in the key areas of COASI;
- have experience and knowledge of the work of Council Working groups and their procedures, including PSC related issues;
- have the experience and personal qualities so as to command the confidence of COASI.

Furthermore:

- experience of working in an Embassy, a Delegation (or equivalent in an international organisation); and
- experience of working in a team in multi-disciplinary and multi-cultural environment would be strong assets.

would be considered assets.

## **TYPE AND DURATION OF CONTRACT FOR CANDIDATES FROM NATIONAL DIPLOMATIC SERVICES**

If the successful candidate is not an EU official, or a temporary agent currently employed in the EEAS under Article 2(e) of the CEOS, he or she will be required to undergo a medical examination to ensure that he or she is physically fit to perform the duties.

The successful candidate will be offered a temporary contract under Article 2(e) of the CEOS. Such contracts may not exceed 4 years in duration; their expiry will as far as possible be aligned with the usual date of mobility at Headquarters (currently 31 August of each year). The contract of successful candidates who are temporary agents under Article 2(e) CEOS currently employed in the EEAS will be amended and renewed for a 4 years period, within the limits provided for by Article 50(b)(2) of the CEOS.

All newly engaged temporary staff will be required to complete a probationary period of 9 months in accordance with Article 14 of the CEOS.

If the successful candidate has already successfully completed the required probationary period under Article 14 of the CEOS, an additional probationary period of the same duration may be required to be completed in accordance with Article 44(2) of the SR, applied by analogy to temporary agents in accordance with Article 20 of the CEOS, where the successful candidate is assigned to his/her first management post.

Where the new employment contract involves a material change in the type of duties performed by the staff member concerned characterized by a classification at a higher grade, the temporary agent who has already been confirmed in his/her current functions following a probationary period under Article 14 of the CEOS, may be required by the Authority Authorised to Conclude Contracts of Employment (hereafter, the "AACC") to undergo a new probationary period to demonstrate adequate professional abilities in the new post at this enhanced grade.

## **PLACE OF EMPLOYMENT**

Brussels, Belgium

## **SPECIFIC CONDITIONS OF EMPLOYMENT**

The requested level of security clearance for this post is: SECRET UE/EU SECRET. A description of the EU classified information levels is available under Article 2 of the Decision ADMIN(2017) 10 on the security rules of the EEAS<sup>6</sup>.

A valid Personnel Security Clearance (PSC)<sup>7</sup> allowing access to classified information, issued by the competent national authority in accordance with national laws and regulations, is mandatory at the moment of application in order to enter the selection process.

The selected candidate may still be required to obtain a new PSC for the present post in accordance with national laws and regulations and with the procedure laid down in the Decision ADMIN(2019)<sup>7</sup> on Security Clearance Requirements and Procedures for the EEAS of 08 March 2019 and in Annex A I of the Decision ADMIN(2017) 10 on the security rules of the EEAS<sup>8</sup>. Until the new PSC is issued, the selected candidate may not be authorised to access EUCI at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or above, or to participate in any meetings or workflow where EUCI is processed.

Please note that the necessary procedure for obtaining a PSC can be initiated on request of the employer only, and not by the individual candidate.

In case of failure to obtain or renew the required PSC, the AACC may take the appropriate measures in accordance with Article 3(3) of the Decision ADMIN(2019) 7 on Security Clearance Requirements and Procedures for the EEAS of 08 March 2019.

Successful candidates from the national diplomatic services of the Member States will be required to make a declaration of their commitment to act independently in the public interest and a declaration of any interests which might be considered prejudicial to their independence.

## **EQUAL OPPORTUNITIES**

The EEAS is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, 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 the functional mailbox ([EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu](mailto:EEAS-HQ-APPLICATIONS-AD@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

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<sup>6</sup> OJ C 126, 10 April 2018, p.1.

<sup>7</sup> The 'Personnel Security Clearance' is defined under point 2 of Annex A I of the Decision ADMIN(2017) 10 on the security rules of the EEAS as "a statement by a competent authority of a Member State which is made following completion of a security investigation conducted by the competent authorities of a Member State and which certifies that an individual may, provided his 'need-to-know' has been determined, be granted access to EUCI up to a specified level (CONFIDENTIEL UE/EU CONFIDENTIAL or above) until a specified date; the individual thus described is said to be 'security cleared'."

<sup>8</sup> OJ C 126, 10 April 2018, p.1.

vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1d.4 of the Staff Regulations.

## **PROCEDURE<sup>9</sup>**

The selection procedure will take place in three different and successive steps:

### **1. Application**

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria in order to avoid automatic exclusion from the selection procedure. Candidates must apply through the on-line system:

<https://webgate.ec.europa.eu/eapplication/index.cfm>

To log on to the system, an ECAS (European Commission Authentication Service) password is required; candidates without a password can register to get one through the afore-mentioned link. EU staff members with a professional ECAS account should use that account for their application. A helpdesk facility is available via the "Contact Support" function within the on-line system.

In case of connection problems, you can also refer to the complete EU Login user guide: [https://webgate.ec.europa.eu/cas/manuals/EU\\_Login\\_Tutorial.pdf](https://webgate.ec.europa.eu/cas/manuals/EU_Login_Tutorial.pdf)

During the on-line application procedure, candidates will have to upload their CV and motivation letter (in English or French). Candidates are invited to use the "Europass" CV format (<https://europass.cedefop.europa.eu/documents/curriculum-vitae>) for their applications.

Candidates from the national diplomatic services of the Member States will, in addition, have to upload a copy of their passport/ID and a recent statement by their Ministry for Foreign Affairs (issued within the past 6 months) confirming their membership of a diplomatic service, or endorsement in case of candidates to be recruited under Article 98(1), second subparagraph, of the SR.

All candidates will have the opportunity to follow the progress of their application through the online system. The closing date for the submission of applications is **28 September 2023 at 12.00 midday** (CET - Brussels' time). Please note that the only way to submit an application is using the on-line system.

As the system may experience peak activity around the deadline, candidates are strongly advised to submit their application as early as possible. Late applications will not be accepted.

For correspondence concerning the selection procedures, please use the following email address: [EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu](mailto:EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu)

### **2. Pre-selection**

The pre-selection will be done by a panel on the basis of the qualifications and the professional experience described in the CV and motivation letter. The panel will preselect a limited number of eligible candidates who best meet the selection criteria for the post and proceed to invite those candidates for an interview.

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<sup>9</sup> Your personal data will be processed in accordance with Regulation (EC) 2018/1725. The privacy statement is available on EEAS webpage: [http://eeas.europa.eu/data\\_protection/rights/index\\_en.html](http://eeas.europa.eu/data_protection/rights/index_en.html)

### **3. Selection**

The candidates who have been preselected will be invited for an interview so that the selection panel can evaluate them objectively and impartially on the basis of their qualifications, professional experience and linguistic skills, as listed in the present vacancy notice. The selection panel will make a recommendation to the Appointing Authority/AACC, who will make the final selection.

It is recalled, that if the interest of the service so requires, the selection procedures can be terminated at any stage and the post be filled by a transfer in accordance with Article 7 of the SR.

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**POST AVAILABLE:** 01/09/2023