

Vacancy notice 2023/170 – HQ (AD)

EEAS Vacancy Notice – Administrator

Policy officer Namibia and Zimbabwe – AFRICA.2

(Eligibility grade for EU officials and current temporary agents under Article 2(e) of the CEOS: AD5 – AD12 / Grade of recruitment for candidates from the Member States¹: AD7)

Job no. 152974

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.

Within the EEAS, the role of the Southern Africa and Indian Ocean Division (AFRICA.2) is to contribute to the realisation of the EU Treaty commitment and political objective in EU's relations with Angola, Botswana, Comoros, Eswatini, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Zambia, Zimbabwe, as well as with a number of regional organisations.

The responsibilities of the Southern Africa and Indian Ocean Division are:

- Together with the EU Delegations, to shape the political relations with Southern Africa and Indian Ocean countries, to promote and defend the essential principles of EU foreign policy, including human rights, democracy and good governance, and to contribute to development, peace, security and prosperity.
- To support the HRVP in his work and to closely coordinate with the Council Working Party on all questions relating to the political relations with the Southern Africa and Indian Ocean countries and the region.
- To support the implementation of wider EU policies on African and on global and cross cutting issues, including e.g. climate change, peace and security, trade and investments, democracy and human rights.
- To lead, in close cooperation with the Commission, the multiannual programming of development cooperation, as well as contribute to and participate in its implementation.
- To contribute to the coherence of EU policies and instruments in the Southern Africa and Indian Ocean region.

¹ Candidates from the Member States are candidates from the national diplomatic services, in line with Article 98(1), first subparagraph, of the Staff Regulations, or from other national administrations, in line with the second subparagraph of this provision, in exceptional, duly justified cases.

We propose:

The position of **Policy officer Namibia and Zimbabwe** in the Southern Africa and Indian Ocean division (AFRICA.2).

Working under the direction of the Head of Division, the main responsibilities of the selected candidate will be:

- Manage the overall EU's relations with Namibia and Zimbabwe and ensure EU's policy coherence ;
- Contribute to the definition and implementation of EU's policy concerning the political, economic or other relations in coordination with the Commission services, Member States, international partners and other stakeholders.
- Contribute to the preparation of programming documents in cooperation with the delegations, the EEAS and Commission services and monitor progress in the implementation.
- Prepare, participate and follow up on political and sectoral dialogues on close coordination with the delegations, other EEAS departments, Commission services and other stakeholders.
- Represent the EEAS in Council meetings, European parliament committee meetings, inter-institutional for a and meetings with civil society and other stakeholders
- Contribute to the overall implementation of the mandate of the Southern Africa and Indian Ocean division.

This position is classified as an "Administrator" type of post² in the grade bracket AD5 - AD12.

If selected for the post, candidates from the Member States (i.e. from the national diplomatic services or from other national administrations) will be recruited at grade AD7.

In case of recruitment of a temporary agent, the duration of the assignment to the post shall, in principle, be four years.

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 (CEOS) applies, will be amended and, if their grade is below the one set for candidates from the Member States, they will be reclassified at grade AD 7.

Current EEAS temporary agents to whom Article 2(e) of the CEOS applies and who have a higher grade than the one determined above for candidates from the Member States shall retain their current grade in case of selection for the post.

Legal basis for recruitment to this position:

The vacancy is to be filled in accordance with the following articles of the Staff regulations³ (SR): Article 29(1)(a) SR and Article 98(1) SR; Article 29(1)(b) SR ; Article 29(1)(c) SR.

The successful candidate for this position will be:

- appointed in accordance with Article 29(1)(a) of the Staff regulations (SR) if he or she is an official or a temporary agent to whom Article 2(e) of the Conditions of Employment of Other Servants (CEOS) applies.
- recruited in accordance with Article 29(1)(a) and Article 98(1), first subparagraph, of the SR if the candidate comes from the national diplomatic service of a Member State.

² According to Annex I of the Staff Regulations and the relevant EEAS internal rules.

³ 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>

- recruited in accordance with Article 29(1)(a) and Article 98(1), second subparagraph, of the SR if the candidate comes from a national administration other than the diplomatic service.
- appointed in accordance with Article 29 (1)(b) of the SR if he or she is an official from another institution.
- recruited in accordance with Article 29(1)(c) if it was not possible to fill the vacant post through any of the previous possibilities mentioned.

WE LOOK FOR:

I. ELIGIBILITY CRITERIA⁴

1.1 GENERAL

In addition to the conditions set out in Art 28 of the Staff Regulations (SR) or Art 12 of the Conditions of Employment of Other Servants (CEOS), candidates must:

1. Be an EU official, a temporary agent to whom Article 2(e) of the CEOS applies or a member of staff from the national diplomatic service of a Member State.

In exceptional cases and after having exhausted the possibilities to recruit from the above categories, the EEAS may examine, pursuant to Article 98(1), second subparagraph, of the SR, applications from candidates from other national administrations of the Member States whose professional experience at the national level is directly relevant to the core tasks of this position.

EPSO competition laureates who are on a valid reserve list established in accordance with Article 30 of the SR may have their applications considered only in the event that no suitable candidate can be found among candidates covered by Article 29(1)(a) and Article 98(1) of the SR, or by Article 29(1)(b) of the SR;

2. Have the capacity to work in the languages (English and French) of the Common Foreign and Security Policy (CFSP) and external relations, necessary for the performance of their duties. Knowledge of other EU languages would also be an asset;
3. Have at least two 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.

1.2 SPECIFIC ELIGIBILITY CRITERIA FOR EU OFFICIALS AND TEMPORARY AGENTS FROM NATIONAL DIPLOMATIC SERVICES TO WHOM ARTICLE 2(E) OF THE CEOS APPLIES ("EU STAFF")

1. EU officials or temporary staff to whom Article 2(e) of the CEOS applies must occupy a post in the grade bracket AD 5 – AD 12, or have occupied such a post before their change in administrative status in accordance with Article 35 of the SR, or occupy an AST post and be on the list drawn up according to Article 45a(c) of the SR (certification list).
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 are not eligible unless they are

⁴ All the eligibility criteria must be met on the closing date for applications to this post.

included in the rotation or mobility exercises and if the day for submitting the applications for the vacancy notice is less than six months from the end of their ongoing posting. Other applications may only be considered in the interest of the service or in duly justified situations.

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 Article 35(a) of the SR.
4. 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 new certificate issued by their Ministry of Foreign Affairs⁵ (hereafter, the "MFA") containing the same elements as requested for candidates from the Member States (see specific eligibility criteria for candidates from the Member States, point 1.3).

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.

5. EEAS Officials assigned according to Article 30 of Annex XIII to the 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.

1.3 SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE MEMBER STATES TO BE RECRUITED IN ACCORDANCE WITH ARTICLE 98(1) OF THE SR

In line with Article 12 of the CEOS and in accordance with the needs of the service, candidates from the Member States 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
 - 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 years⁶.
2. Have gained at least 6 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 certificate issued by the MFA of their Member State of origin, which contains at least the following elements:

⁵ Notwithstanding national terminology that may vary from one Member State to another.

⁶ 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 2.

- a. for candidates to be recruited under Article 98(1), first subparagraph, of the SR:
- the post for which the candidate applies;
 - confirmation that the candidate is a staff member in active service in the MFA at the time of the application, either as an official or under a permanent employment relationship; or that they have the same status/employment relationship at another national administration of their Member State and are on formal secondment to their MFA or an entity placed under the authority of the MFA such as an embassy or a permanent representation;
 - endorsement by the MFA of their application for the post;
 - a guarantee of immediate reinstatement at the end of their period of service with the EEAS, as required under Article 50b(2) of the CEOS.
- b. for candidates to be recruited under Article 98(1), second subparagraph, of the SR:
- the post for which the candidate applies;
 - confirmation that the candidate is a staff member in active service in a national administration of their Member State of origin at the time of application, either as an official or under a permanent employment relationship;
 - endorsement by the MFA of their application for the post;
 - a guarantee of immediate reinstatement in their parent administration at the end of their period of service with the EEAS.

If candidates are unable to provide this document from the MFA of their Member State of origin, their application will be deemed ineligible.

Furthermore, candidates who would be recruited as temporary agents under Article 2(e) of the CEOS must be in a position to serve during the full duration of their assignment within the maximum duration of engagement in the EEAS.

II. SELECTION CRITERIA:

Candidates should:

- have an excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- have an excellent capacity to create constructive working relations with national authorities, international organisations and EU Member States;
- have strong drafting, communication and analytical skills combined with sound judgement;
- 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 managing bilateral relations, preferably in the areas described for this position;
- have excellent communication skills and the ability to establish and maintain a network of contacts both within and outside the EEAS;
- be fluent in English, both orally and in writing, and have a good command of French.

Furthermore:

- experience of working in an Embassy, a Delegation (or equivalent in an international organisation);

- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience of negotiations,

would be considered assets.

TYPE AND DURATION OF CONTRACT FOR CANDIDATES FROM NATIONAL DIPLOMATIC SERVICES

If the successful candidate is not an EU staff member, he or she will be required to undergo a medical examination to ensure that she or he 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 to the usual date of mobility at Headquarters (currently 31 August each year).

All newly engaged temporary staff are required to complete successfully a probationary period of 9 months.

PLACE OF EMPLOYMENT

Brussels, Belgium

SPECIFIC CONDITIONS OF EMPLOYMENT

The successful candidate will be required to undergo security vetting if she or he does not already hold EU SECRET level security clearance, in accordance with the relevant security provisions.

Successful candidates from the Member States will be required to sign a conflict of interest form as part of the recruitment process.

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) 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.

PROCEDURE⁷

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

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 Member States will, in addition, have to upload a copy of their passport/ID and the statement by their Ministry for Foreign Affairs mentioned above under eligibility criteria applicable to candidates from member states (see paragraph 2).

The closing date for the submission of applications is **11 October 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

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.

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

⁷ 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

vacancy notice. The selection panel will make a recommendation to the AIPN, 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: 1 September 2023