



Vacancy notice 2023/232 – DEL (AD)

EEAS Vacancy Notice – Administrator

Head of Political Press and Information Section in the European Union Delegation to Belarus

(Eligibility grade for EU officials and current temporary agents under Article 2(e) of the CEOS:
AD 5 – AD 12 / Grade of recruitment for candidates from the Member States¹: AD 09)

Job n. 161237

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”), to represent the EU and to chair 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 European Union currently has 145 Delegations, eight of which are to international organisations. In all, 6200 staff are currently serving in these Union Delegations.

The work of a Delegation varies from country to country but, in general, covers political matters, press and information, trade, aid management and the external aspects of internal EU policies.

The EU Delegations are placed under the authority of the High Representative of the Union for Foreign Affairs and Security Policy, who is also Vice President of the European Commission.

We propose:

The position of Head of Political Press and Information Section in the European Union Delegation to Belarus.

PLACE OF EMPLOYMENT: Belarus (Minsk)

LIVING CONDITIONS ALLOWANCE: 25%

POSTING DURATION: 4 years

POST AVAILABLE/TAKE-UP DUTY: as soon as possible

Under the responsibility of the Head of Delegation, the selected candidate will assist in fulfilling the Delegation’s mandate. In particular, the jobholder will have the following tasks among others:

1. To monitor, analyze and report on internal political developments, human rights, including the situation of political prisoners, regional issues, foreign policy and/or other policy areas of relevance for the EU interests and values;
2. To pursue the EU’s policies in all areas, and to ensure EU visibility in the country;
3. To maintain close working relations with relevant stakeholders , including the diplomatic community, and regional/international organisations;
4. To contribute to the work of the Delegation in ensuring effective EU coordination and representation of EU positions and interests, including drafting EU HoMs reports, chairing local coordination groups;
5. To contribute to the public diplomacy activities of the Delegation, managing the Press and

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.

6. Information budget and representing the EU in public events;
To prepare visits from HQ and EU institutions;
7. To liaise regularly with Headquarters and provide advice and contributions as appropriate on policy issues, (preparation of briefings , speeches, statements, press releases, lines to take and articles).

This position is classified as an “Administrator” type of post² in the grade bracket AD 5 – AD 12.

If selected for the post, candidates from the Member States (i.e. from the national diplomatic services will be recruited at grade AD 09.

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 09.

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 Regulations (hereafter, the “SR”): Article 29(1)(a) and Article 98(1); Article 29(1)(b); Article 29(1)(c).

The successful candidate for this position will be:

- appointed in accordance with Article 29(1)(a) of the SR if he/she is currently assigned to the EEAS as an EU official or as a temporary agent to whom Article 2(e) of the CEOS applies;
- recruited in accordance with Article 29(1)(a) and Article 98(1), first subparagraph, of the SR and Article 2(e) of the CEOS if the candidate comes from the national diplomatic service of a Member State;
- appointed in accordance with Article 29(1)(b) of the SR if he/she is an EU official from another institution;
- recruited in accordance with Article 29(1)(c) of the SR if it was not possible to fill the vacant post through any of the previous possibilities mentioned.

WE LOOK FOR:

ELIGIBILITY CRITERIA³

- General

In addition to the conditions set out in Article 28 of the SR for EU officials or in Article 12 of the CEOS for temporary agents, 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. 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 of the CFSP and external relations (English and French);
3. Have at least 3 years' proven, pertinent experience in external relations;

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

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

- Specific eligibility criteria for EU officials and temporary agents to whom Article 2(e) of the CEOS applies

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 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. Candidates who, at the time of the application, are temporary agents to whom Article 2(e) of the CEOS applies, must provide a new certificate issued by their Ministry of Foreign Affairs⁴ (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 2(a)).
5. Without prejudice to exemptions authorized by the Appointing Authority for exceptional and justified reasons, and in accordance with Article 28 of the Staff Regulations, Article 12 of the CEOS and the 2021 EEAS Rotation Decision⁵, EEAS officials or current temporary agents **under Article 2(e) of the CEOS** applying for a posting shall be subject to the following conditions by the time of posting:
 - a. the candidate shall be in a position to serve the full duration of the posting within the duration of their service with the EEAS or before reaching the age of retirement foreseen under Article 52(a) of the Staff Regulations;
 - b. the candidate serving in a posting at the time of the application is eligible for a new posting if they are included in the rotation or mobility exercises or if the last day for submitting the applications for the vacancy notice is less than six months from the end of their ongoing posting, unless in the case of career progression;
 - c. the candidate shall have served a minimum of two years in headquarters after return from two consecutive postings, unless in the case of career progression;
 - d. the candidate is not eligible for posts/functions to which they have already been assigned in the same Delegation;
 - e. the candidate is not eligible for a posting in a Delegation in which they have already served unless a minimum of two years would have elapsed between the start of the new posting and the end of a previous posting in that Delegation;
 - f. the candidate is not eligible for a third posting to the same Delegation, irrespective of the functions;
 - g. the candidate is not eligible for a non-family, compound-confined posting unless a minimum of two years would have elapsed between the start of the new posting and the end of a previous compound-confined non-family posting.
 - h. Officials shall serve in Union Delegations for no more than two consecutive postings. Only in the interest of the service, the Appointing Authority may exceptionally authorize a third consecutive posting, on condition that the total duration of the assignment to Union Delegations, including the duration of an exceptional third consecutive posting, shall not be superior to 12 years and three months. After two, or exceptionally three, postings, the official shall return to headquarters.

⁴ Notwithstanding national terminology that may vary from one Member State to another.

⁵ ADMIN(2021) 221: Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 01/07/2021 on the periodic serving of Officials and Temporary Agents in Union Delegations.

- 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 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 certificate issued by the MFA of their Member State of origin, which contains the following elements:

- a. for candidates to be recruited under Article 98(1), first subparagraph, of the SR and Article 2(e) of the CEOS:
 - the post for which the candidate applies;
 - confirmation that the candidate is a staff member in active service in their national diplomatic service at the time of the application, either as a government official/civil servant or under a permanent employment relationship with the MFA; 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, a permanent representation or a mission of the Member State accredited to an international organisation;
 - 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.

Model of the abovementioned certificate is provided in Annex 1 of this vacancy notice.

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.

SELECTION CRITERIA:

1. General skills and competencies
 - excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
 - excellent capacity to create constructive working relations, including with international organisations and EU Member States;
 - strong drafting, communication and analytical skills combined with sound judgement.
2. Knowledge/experience in functioning of the European Union
 - excellent knowledge of the EU's internal and external policies and instruments; and of the functioning of the Union and its inter-institutional framework;
 - experience and knowledge of CFSP and CSDP-related issues;
 - knowledge of the key areas of the delegation's activities;

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.

3. Regional knowledge and language skills

- proven experience in working in a Delegation or an Embassy (or equivalent in an international organisation);
- significant experience of external relations in the field, including CSDP field missions;
- good understanding of the realities and challenges of Eastern Europe;
- knowledge of Belarusian and/or Russian will be an asset.

TYPE AND DURATION OF CONTRACT FOR NEW TEMPORARY AGENTS

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

As regards candidates who applied under Article 98(1), first subparagraph, of the SR (i.e. candidates from the national diplomatic services), the successful candidate will be offered a contract of temporary agent 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 each year). The contract of successful candidates who are temporary agents under Article 2(e) of the CEOS currently employed in the EEAS will be amended and renewed for a 4 year period, within the limits provided for by Article 50b(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.

POSTING POLICY⁷

EEAS career development policy places the need for staff to develop a mix of competences at its core, e.g. working in various fields of expertise and responsibilities in the course of a person's career, including postings at Headquarters and Delegations. Therefore, staff members are encouraged to alternate between Delegation and Headquarters postings.

A posting in an EU Delegation is generally for 4, 3, or 2 years. Posting duration may be extended by one year or shortened by one year. Call for interest to apply for extension or early rotation will be launched annually prior to the publication of the rotation exercise. Staff are reminded that extension and early rotation are not a right.

For posts with a LCA⁸ of 25% or less, the posting will in principle be for 4 years.

For posts where the living and working conditions are defined as "difficult" and "very difficult" (30%-40% LCA) the posting will be in principle for 3 years.

For non-family postings⁹ the posting is reduced to 2 years.

For candidates currently in compound-confined, non-family posting, please refer to Article 6, point 2(g) of the Decision ADMIN(2021)221.

Applications from officials currently serving in a Delegation who are not included in the 2024 rotation list will be eligible only in the interest of the service. This is due to the need to ensure sound financial management of the limited financial resources, given the fact that the assignment of a staff member to a Delegation has important budgetary and business continuity implications.

Officials shall serve in Union Delegations for no more than two consecutive postings. Only in the interest of the service, the Appointing Authority may exceptionally authorise a third consecutive posting, on condition that the total duration of the assignment to Union Delegations, including the duration of an exceptional third consecutive posting, shall not be superior to 12 years and three months. After two, or exceptionally three, postings, the official shall return to headquarters.

Candidates currently in HQ are expected to have served at least two years in HQ by the expected time of posting in Delegation. Derogation to this rule may only be granted in the interest of the service.

⁷ ADMIN(2021) 221: Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 01/07/2021 on the periodic serving of Officials and Temporary Agents in Union Delegations.

⁸ Living conditions allowance

⁹ Countries presently designated as "non-family postings": Afghanistan, Central African Republic, Iraq, Libya, Somalia, South Sudan, Syria and Yemen. In the case of relocated delegations (e.g. Syria and Yemen) the posting will in principle be for 3 years.

It is in the interest of the service to ensure that staff members in Delegations are able to complete full postings before reaching the age of retirement. Before taking any final decisions on nominations, the appropriate Appointing Authority will ensure on a case-by-case basis, in accordance with the Staff Regulations (SR) and Conditions of Employment of Other Servants to the Union (CEOS) that the successful candidates will indeed be able to complete the relevant full posting for the post for which they have applied. As stated in Article 6, Point 2(a), applications from candidates not fulfilling this requirement will be examined by the Appointing Authority for exceptional and justified reasons and in the interest of the service.

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 Annex A of the [Decision ADMIN\(2023\) 18 on the security rules of the EEAS](#)¹⁰.

The selected candidate should hold, or be in the position to obtain, a valid Personnel Security Clearance (PSC)¹¹ issued by the competent authority of the Member State concerned.

Candidates who do not already have a valid PSC will be required to go through the security clearance vetting procedure of their Member State to obtain this clearance in accordance with national laws and regulations and with the procedure laid down in the [Decision ADMIN\(2019\)7 on Security Clearance Requirements and Procedures for the EEAS of 08 March 2019](#) and in Annex A I of the [Decision ADMIN\(2023\) 18 on the security rules of the EEAS](#). Until the PSC is issued by the competent authority of the Member State concerned, the selected candidate will not be authorised to access EU CI at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or above, or to participate in any meetings or workflow where EU CI 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](#).

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-AD-NON-MANAGEMENT-DELEGATIONS@eeas.europa.eu) in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure with equal opportunities as 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 SR.

PROCEDURE¹²

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 applicable to their situation in order to avoid automatic exclusion from the selection procedure.

¹⁰ OJ C 263, 26 July 2023, p.16.

¹¹ The 'Personnel Security Clearance' is defined under point 2 of Annex A I of the Decision ADMIN(2023) 18 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 EU CI 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'."

¹² 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

Candidates must apply through the online 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 online 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 online application procedure, candidates will have to upload their CV, motivation letter (in English or French) and Declaration Of Absence Of Conflict Of Interest (annex II). Candidates are invited to use the "Europass" CV format (<https://europa.eu/europass/en/create-europass-cv>) for their applications.

Candidates from the Member States to be recruited in accordance with Article 98(1) of the SR will, in addition, have to upload a copy of their passport/ID and the certificate issued (within the past 6 months) by the MFA of their Member State of origin (annex I).

Candidates will be informed of the progress of their application via email generated through the online system.

The closing date for the submission of applications is **Wednesday, 20 December 2023 at 12:00 (CET - Brussels time)**. Please note that the only way to submit an application is using the online 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-AD-NON-MANAGEMENT-DELEGATIONS@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 produce a shortlist of a limited number of eligible candidates who best meet the selection criteria for the post.

3. Selection

The candidates who have been shortlisted 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 recommend a shortlist of candidates to the Appointing Authority/Authority Authorised to Conclude Contracts of Employment that will make the final selection.

It is recalled that, if the interest of the service so requires, the selection procedure 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 AS OF: 01/01/2024



ANNEX I

CERTIFICATE OF ADMINISTRATIVE STATUS, ENDORSEMENT AND REINSTATEMENT¹

Staff from national diplomatic services of the Member States (Article 98(1), first subparagraph, of the Staff Regulations)

It is certified herewith that for the purposes of the application for the post(s) of *Click or tap here to enter text.*, Mr./Ms *Click or tap here to enter text.* is employed on a permanent basis by the national diplomatic service² of *insert Member State*.

The Ministry of Foreign Affairs³ of *insert Member State* endorses the application of Mr./Ms *Click or tap here to enter text.* for the above post(s).

In accordance with Article 6(11) of the Decision 2010/427/EU of the Council and Article 50b(2) of the Conditions of Employment of Other Servants of the European Union, Mr./Ms *Click or tap here to enter text.* has a guarantee of immediate reinstatement in active service at the end of his/her period of service to the EEAS.

¹ To be completed and certified by the competent authority of the national diplomatic service.

² Candidates having a permanent employment relationship with a government ministry of their Member State, other than the Ministry of Foreign Affairs or equivalent, and who, at the time of their application, are on formal secondment to their Member State's MFA or an entity placed under the authority of the MFA (such as a Permanent representation or a mission of the Member State accredited to an international organisation) may also be considered as member of the national diplomatic service of that Member state.

³ Notwithstanding national terminology that may vary from one Member State to another.

EUROPEAN EXTERNAL ACTION SERVICE

**DECLARATION OF ABSENCE OF CONFLICT OF INTEREST**

As per art. 6 in the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 1st of July 2021 on the periodic serving of Officials and Temporary Agents in Union Delegations (EEAS Rotation Decision), candidates shall “not have any conflict of interest such as to impair their independence if selected for the post. To this end, the candidates shall submit with their application a form declaring that they are free from any such conflict and detailing any actual or potential conflict of interest. This form shall also contain information on the nationalities, professional activities and other relevant facts concerning the spouse of the candidate or dependents living in the same household with the candidate”.

Title/First name/NAME	
Nationality	
Candidate status:	
<input type="checkbox"/> Permanent official of the Institutions of the European Union <input type="checkbox"/> Current Temporary Agent serving in the EEAS <input type="checkbox"/> Candidate from a Member State	
Current employer:	
Spouse/partner's nationality/nationalities	
Spouse/partner's professional activities	

ASSESSMENT TO BE FILLED BY CANDIDATE

In your opinion, do you have any personal interest, in particular a family or financial interest? Or do you represent any other interests of third parties which would actually or potentially impair your independence in the course of your duties in the eventuality of your posting in a EU delegation and which may thus lead to any actual or potential conflict of interest relevant to that position?

YES NO

If yes, please detail:

I hereby certify that the information provided in this form is correct and complete and that my curriculum vitae is correct and duly updated.

Date and signature:

TO BE UPLOADED IN e-APPLICATION (“ATTACHED DOCUMENTS”)