



**European Union Special Representative  
for the Middle East Peace Process**

Brussels, 17 June 2024

**1. Background**

Following the approval of the decision of the Council (CSFP 2021/710) appointing Sven Koopmans as EUSR for the Middle East Peace Process until end of his present mandate on 28 February 2025, the EUSR kindly invites Member States, EU institutions and the EEAS to propose qualified, senior, experienced seconded candidates for the position of Political Adviser, listed in the annex attached to this letter. The Political Adviser will assist the EUSR in implementing his mandate in line with the policy objectives of the European Union in the context of the Middle East Peace Process.

The position will be vacant as of 1 September 2024.

**2. Methodology**

Member States of the European Union, EU institutions and the EEAS are invited to send secondment offers respecting the following methodology:

- a) Proposed candidates should meet in full the listed criteria described in the vacancy description (Annex I)
- b) Member States, EU institutions and the EEAS should submit their secondment offers/applications by e-mail, to the EUSR, including a CV of the candidate and a motivation letter, to the following address: [EUSR-MEPP@eeas.europa.eu](mailto:EUSR-MEPP@eeas.europa.eu). Only applications received through official channels from a Member State, an Institution of the European Union or the EEAS will be considered.
- c) The EU strives for improved gender balance in CSFP/CSDP operations and EUSRs offices in compliance with UNSCR 1325. The EUSR encourages the contributing Member States, the EU institutions and the EEAS to take this into account when offering contributions.
- d) Applications should be submitted at the earliest convenience, but not later than 5.00 pm CET on **July 5, 2024**
- e) The selection procedure will take place immediately following the reception of proposals.

f) The candidates considered to be most suitable will be short-listed and interviewed, before the final selection is made. The post will be subject to CV- analysis and an interview process. The EUSR will be responsible for the final selection.

g) In case a candidate for secondment is required to travel to Brussels for interview, the seconding Member State or EU Institution or the EEAS will bear any related costs.

h) The EUSR will be responsible for notifying Member States, EU institutions and the EEAS of the outcome of the selection process.

### **3. General Information**

a) The duration of the secondment shall be until the end of the proposed end date of the mandate of the EUSR, i.e. February 28, 2025.

b) The seconding government or institution will bear personnel-related costs, including salaries, allowances including for renting accommodation in Brussels, medical insurance/expenses, and travel to and from the employment area (including home leave).

c) The remuneration of personnel seconded by a Member State to the EUSR shall be covered by the Member State concerned in accordance with the prevailing conditions applied to the CFSP budget. According to Commission Communication C(2009)9502 of 30/11/2009, staff seconded from a Member State shall receive a per diem out of the EUSR's budget. This does not apply to those seconded from EU institutions.

d) The selected candidates will have to be in possession of the necessary level of security clearance (EU SECRET or equivalent). The original certificate of the national security clearance is required.

e) Member States seconding personnel to the EUSR office are kindly reminded that European Commission rules for Special Advisers specify that the concerned EUSR is exclusively responsible for the management of seconded personnel, and that seconding Member States are therefore requested not to instruct seconded personnel to undertake any activity on their behalf for the duration of secondment. Secondees will be required to sign a corresponding 'undertaking' to this effect upon taking up their positions. European Commission rules for Special Advisers also require a certification by Member States who second personnel to the EUSR office that the seconded staff will remain subject throughout the period of secondment to the social security legislation applicable and that the employer will assume expenses incurred abroad.

f) A High-Risk Insurance, office space and needed office equipment, including communication costs are covered from the EUSR budget.

g) Any further information related to the selection of the seconded experts may be obtained from the EUSR office by contacting: [EUSR-MEPP@eeas.europa.eu](mailto:EUSR-MEPP@eeas.europa.eu)

#### **Annexes :**

- Annex I : advertisement for the secondment of a Political Adviser to the EU Special Representative for the Middle East Peace Process (Brussels based).