



## EUROPEAN EXTERNAL ACTION SERVICE (EEAS)

### Rotation 2025

#### Head of Section/Political Officer posts

#### Open to: EU Officials and staff from Member States' diplomatic services.

### EXTERNAL PUBLICATION

#### **WE ARE**

The European Union currently has 145 Delegations, 9 of which are to international organisations. In all, around 6.000 persons are currently serving in these Union Delegations.

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.

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.

#### **WE LOOK FOR:**

The European External Action Service (EEAS) is looking for individuals to fill posts at the EU Delegations as per the list in ANNEX 1.

#### **WE PROPOSE:**

Under the responsibility of the Head of Delegation, and/or the Head of Political Section or Political, Press and Information (PPI) Section, the selected candidates will assist the Head of Delegation and/or Head of Political or PPI Section in fulfilling their mandate and will have, in particular, the following tasks among others:

1. To contribute to the work of the Delegation in the management of the EU Presidency functions, and to represent the Head of Delegation when necessary in his/her absence;
2. To pursue the EU's policies in all areas, promote and protect the EU's interests and values, and to promote the visibility of the European Union;
3. To support and promote bilateral political relations;
4. To liaise with local civil society organisations;
5. To maintain contacts, exchange information, and chair various EU coordination groups in the implementation of EU policies;
6. To monitor, analyse, and report regularly to Headquarters on internal and regional political developments, foreign policy and/or other policy areas of relevance for EU interests;
7. To maintain relations with regional and/or international, organisations present in the host country;
8. For Head of Section posts: to manage the work of the Section and effective interaction with other sections in order to ensure that priorities and objectives set by the Head of Delegation are fulfilled;
9. For Head of Political and PPI Sections and for Heads of Press and Information Section (PI): to carry out press, information and communication activities and to manage the Press and Information budget in liaison with the Administration Section. Regular qualitative and financial evaluations and reporting to Headquarters;
10. To liaise regularly with Headquarters and provide advice as appropriate on policy issues;
11. To provide support to visitors from EU institutions;
12. To provide briefing dossiers, speeches, statements, press releases and articles, as requested;
13. Where applicable: Visa and consular issues;
14. Tasks of Deputy Security Officer (security of the Delegation, its staff and coordination with MS on security issues) may be assumed (when the Head of Section or Political Officer is first in line after the Head of Delegation).

#### **Multilateral Delegations have the following tasks in addition to the above:**

##### **1) Representation and coordination**

- To represent the EU Delegation in International Organisations and conferences ;
- To chair various EU local coordination meetings in the implementation of EU policies; based on proper follow-up of EU policies and decision-making process and on adequate liaison with Headquarters to receive input and instructions as required.

## 2) Relations with third parties

- To maintain relations and regular political dialogue with international organisations and agencies and close working relations with EU Member States' missions;
- To ensure close political dialogue with third-country representatives and regional and/or international organisations present in the host country; to monitor the key stakeholders positions in on-going or planned negotiations; engage in and coordinate EU and Member States' outreach.

### SELECTION CRITERIA:

**For general and specific eligibility criteria, posting policy, conditions of recruitment and employment and application and selection procedure, candidates shall refer to the EEAS Rotation Decision<sup>1</sup> and to the annex "GUIDELINES FOR THE 2025 ROTATION OF AD POSTS IN THE EU DELEGATIONS - EXTERNAL PUBLICATION".**

#### Main criteria by function for all posts

Candidates **should have**:

- a proven ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- a proven capacity to co-ordinate relevant committee and working group meetings with national authorities, international organisations and EU Member States;
- experience and knowledge of the external relations, internal policies, functioning of the Union and of CFSP and CSDP-related issues;
- strong drafting, communication and analytical skills combined with sound judgement;
- capacity to work in languages of CFSP (EN/FR);
- experience in budgetary and financial management (for Head of PPI Section posts);
- experience in international negotiations (for Head of Political and PPI Section posts).

#### Furthermore, the following would be assets:

- experience in working in an Embassy, a Delegation, an international organisation or significant experience of external relations in the field, including CSDP field missions;
- experience in thematic/horizontal areas of relevance to the Delegation and/or experience on external aspects of internal policies of particular importance in the host country;
- experience in international negotiations;
- experience in leading and motivating teams (for Head of Section posts).
- experience of working in multi-disciplinary and multi-cultural environment
- good knowledge of the country, its culture, and the region as a whole;
- knowledge of locally spoken languages.

### APPLICATIONS:

Candidates must apply exclusively through the online system, e-Application<sup>2</sup>:

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

For correspondence with the EEAS Human Resources Directorate concerning the selection procedures, please use the following email address:

[EEAS-AD-NON-MANAGEMENT-DELEGATIONS@eeas.europa.eu](mailto:EEAS-AD-NON-MANAGEMENT-DELEGATIONS@eeas.europa.eu).

**DEADLINE for APPLICATIONS:** Thursday, 12 September 2024 at noon (Brussels time)

**TAKE-UP DUTY DATE:** 1 September 2025<sup>3</sup>

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<sup>1</sup> ADMIN(2024) 20 Decision of the High Representative of the Union for Foreign Affairs and Security Policy on the periodic serving of Officials and Temporary Agents in Union Delegations.

<sup>2</sup> Your personal data will be processed in accordance with Regulation (EU) 2018/1725, as implemented by ADMIN(2019)8 decision of the High Representative of the Union for Foreign Affairs and Security Policy. The privacy statement is available on the [Europa website](https://europa.europa.eu) and on the EEAS Intranet: <https://intranet.eeas.europa.eu/page/eeas-work/data-protection/privacy-statements-dp-notice> - [Direct link](#)

<sup>3</sup> If the budgetary situation allows, this date may be advanced or postponed, for duly justified reasons, on a case-by-case basis.



## EUROPEAN EXTERNAL ACTION SERVICE (EEAS)

### EXTERNAL ROTATION 2025 – POSTS PUBLISHED:

(listed in alphabetical order of Delegation)

ANNEX 1

JOB N°	LCA* 2024	DELEGATION / OFFICE	JOB TITLE	Posting duration (years)**	Official/TA2(e) level post	MS level (new recruitment)
388682	40%	Afghanistan	Head of Political, Press and Information Section	2***	AD5-12	AD9
152055	35%	African Union - Addis	Political Officer	3	AD5-12	AD7
165799	30%	Angola	Head of Political, Press and Information Section	3	AD5-12	AD9
151901	30%	Armenia	Head of Political, Press and Information Section	3	AD5-12	AD9
152037	40%	Bangladesh	Head of Political, Press and Information Section	3	AD5-12	AD9
152025	15%	Brazil	Press and Information Officer	4	AD5-12	AD7
160427	40%	Central African Republic	Head of Political, Press and Information Section	2***	AD5-12	AD9
151818	35%	Ethiopia	Head of Political, Press and Information Section	3	AD5-12	AD9
288200	30%	Fiji	Political Officer	3	AD5-12	AD7
202182	40%	Guinea Conakry	Head of Political, Press and Information Section	3	AD5-12	AD9
152240	40%	Haiti (temporarily non-family posting)	Head of Political, Press and Information Section	2	AD5-12	AD9
152077	40%	Iraq	Head of Political, Press and Information Section	2***	AD5-12	AD9
193085	40%	Iraq	Political Officer	2***	AD5-12	AD7
151682	25%	Kazakhstan	Head of Political, Press and Information Section	4	AD5-12	AD9
152123	20%	Kosovo	Head of Political, Economic and European Section	4	AD5-12	AD9
290236	30%	Laos	Head of Political, Press and Information Section	3	AD5-12	AD9
454352	30%	Lebanon	Political Officer	3	AD5-12	AD7
373014	40%	Libya (based in Tripoli)	Head of Political, Press and Information Section	2***	AD5-12	AD9
373016	40%	Libya (based in Tripoli)	Political Officer	2***	AD5-12	AD7
152007	40%	Mali	Head of Political, Press and Information Section	3	AD5-12	AD9
193086	40%	Pakistan	Political Officer	3	AD5-12	AD7
151730	30%	Saudi Arabia	Political Officer	3	AD5-12	AD7
284704	40%	Somalia	Head of Political, Press and Information Section	2***	AD5-12	AD9
316246	35%	Turkmenistan	Political Officer	3	AD5-12	AD7
202151	0%	UN (Geneva)	Head of Political Section (Disarmament and Non-Proliferation)	4	AD5-12	AD9
373019	0%	UN (Geneva)	Policy Officer (Environment, Climate, Energy)	4	AD5-12	AD7
152021	0%	UN/IAEA/OSCE Vienna	Head of Section (OSCE)	4	AD5-12	AD9
220737	0%	UN/IAEA/OSCE Vienna	Policy Officer (OSCE)	4	AD5-12	AD7
220624	0%	UN/IAEA/OSCE Vienna	Policy Officer (UN)	4	AD5-12	AD7
302101	0%	United Kingdom	Head of Press and Information Section	4	AD5-12	AD9
152049	40%	Venezuela	Head of Political, Press and Information Section	3	AD5-12	AD9
287149	30%	West Bank & Gaza Strip	Political Officer	3	AD5-12	AD7

\* Living Condition Allowance

\*\* To be confirmed through the notification to selected candidates after the 2025 annual review of LCAs.

\*\*\* Non-family posting