



### **External Publication**

## **Vacancy Notice 2025/085 – HQ (AD) Chair of the Council Working Group on the Western Balkans (COWEB) and Policy Officer in the Western Balkans/South East Europe Division (POL EUROPE.2)**

**Type of post “Head of Unit or equivalent”**

**Job no. 491079**

**Eligibility grade for EU officials: AD 9 – AD 14. Grade of recruitment for candidates from the Member States and current temporary agents under Article 2(e) of the CEOS: AD 11**

### **WE ARE**

The European External Action Service (hereafter, the “EEAS”) supports the High Representative in the exercise of her 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 her capacity as Vice-President of the Commission with regard to her 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.

Within the Managing Directorate for Europe (MD POL EUROPE), which works on the comprehensive deepening of our relations and, where applicable, integration and accession, between the European Union and our immediate partners, the South-East Europe/Western Balkans Division (POL EUROPE.2) is responsible for EU policy and strategy with the Western Balkan region, i.e. Albania, Bosnia and Herzegovina, Kosovo, Montenegro, Serbia and North Macedonia. The Division cooperates closely with the European Commission, in particular DG ENEST, in policy areas that fall under the Commission's responsibility. We also work with the Council Secretariat and the European Parliament. We are also in close contact with Member States as well as third countries active in the region and international organisations.

The Council’s COWEB Working Group is the Council Working Party responsible for EU relations with the countries in Western Balkans in the framework of the enlargement and Stabilisation and Association processes. COWEB contributes to the definition of EU policies, strategies and positions, monitors their implementation, and prepares discussions at higher level (PSC, Coreper, Council), as well as monitoring the activities of regional cooperation initiatives. COWEB is also an important forum for sharing information between Member States and assessing developments in its area of responsibility (domestic, regional, and in relation to the main international fora i.e. UN/OSCE/CoE/NATO).

### **WE PROPOSE**

The post of **Chair of the Council Working Group on the Western Balkans (COWEB) and Policy Officer in the Western Balkans/South East Europe Division (POL EUROPE.2).**

On behalf of the HRVP, our new colleague shall ensure the smooth functioning of COWEB Working Party in accordance with the Council rules of procedure and the mandate of the Working Party.

The COWEB Chair will be responsible for the good management of the Working Party's work and will contribute to policy definition and implementation in the area of its mandate. This will include the preparation of discussions and decisions of PSC, Coreper and Council, and of Council Conclusions on enlargement for the Western Balkan countries. The position involves maintaining close and effective relations with EU Member State representatives, as well as with other stakeholders.

The successful candidate will be integrated within the South East Europe/Western Balkans Division (Europe.2) under the authority of the Head of Division. The COWEB Chair will cooperate closely with the Chair of the COELA Working Party and will work under the guidance of the Chair of the Political and Security Committee (PSC) as concerns the planning, processing and substance of dossiers going through the PSC and Coreper/Foreign Affairs Council.

As policy officer, the successful candidate will be file holder for a number of policy files, including, subject to possible change, of horizontal coordination of the annual enlargement package and regional cooperation and formats (Berlin Process, RCC, etc), as well as briefings for the EEAS hierarchy. In view of the Chair's privileged relations with Member States and regional overview, the candidate will be in charge as policy officer of briefings for contacts with Member States and with a regional dimension, including Council's preparatory bodies and/or meetings with all 6 Western Balkan partners.

## **PLACE and DATE OF EMPLOYMENT**

**EEAS Headquarters, Brussels, Belgium**

**Post available:** 1 September 2025

## **LEGAL BASIS FOR RECRUITMENT TO THIS POSITION**

The successful candidate for this position will be:

- appointed in accordance with Article 29(1)(a) of the Staff Regulations (hereafter, the "SR") if he/she is an EU official;
- 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 or reassigned if she/he is a temporary agent to whom Article 2(e) of the CEOS applies;
- appointed in accordance with Article 29(1)(b) of the SR if he/she is an EU official from another institution;
- if it was not possible to fill the vacant post through any of the previous possibilities mentioned, recruited in accordance with Article 29(1)(c) of the SR (competition laureates).

## **WE LOOK FOR**

We are looking for a candidate with the necessary experience and personal qualities, including strong communication, leadership, stamina, focus and diplomatic skills, to plan and chair in a smooth and effective manner discussions among Member States, EU officials and others, and as a policy officer, to develop, coordinate, implement and monitor EU policies concerning relations with the Western Balkans, in particular as regards specific countries and regional fields of responsibility. Both aspects of the role often involve

addressing politically sensitive topics in a policy field of key strategic importance to the European Union.

This position is classified as a "Head of Unit or equivalent" type of post<sup>1</sup> in the grade bracket AD 9 – AD 14.

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

Current EEAS temporary agents to whom Article 2(e) of the Conditions of Employment of Other Servants (hereafter, the "CEOS") applies and who have a higher grade than the one determined above for candidates from the national diplomatic services of the Member States shall retain their current grade in case of selection for the post. If their grade is below the one set for candidates from the national diplomatic services of the Member States, they will be reclassified at grade AD 11.

Candidates who, at the time of their application, are temporary agents under Article 2(e) of the CEOS currently employed in the EEAS should be in a position to serve during the full duration of the assignment of the post, which is in principle four years, within the limits provided for by Article 50(b)(2) of the CEOS<sup>2</sup>.

### **Eligibility Criteria**<sup>3</sup>

#### **- 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.
2. have the capacity to work in the languages of the CFSP and external relations (English and French);
3. have at least 6 years' proven, pertinent experience in external relations.

EPSO and EEAS internal 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;

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

1. EU officials must occupy a post in the grade bracket 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 are in principle not eligible unless they are included in the annual 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 case of career progression.

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<sup>1</sup> According to Annex I to the Staff Regulations and the relevant EEAS internal rules.

<sup>2</sup> Decision ADMIN(2023) 24 on the maximum duration of engagement by the European External Action Service of non-permanent staff under successive limited duration contracts of different types, and on the minimum lapse of time between successive contracts under Article 2(e) of the CEOS.

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

3. Due to the need to ensure business continuity, applications from EEAS staff members who have less than two years in their current post in Headquarters at the date of their submission are not eligible. They may only be considered in the interest of the service or in case of career progression.
4. 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.
5. 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 Affairs<sup>4</sup> (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).
6. 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 with Article 98(1), first subparagraph, of the SR and Article 2(e) of the CEOS**

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 years<sup>5</sup>.
2. Have gained at least **12 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.

3. The candidates shall provide a certificate of administrative status, endorsement and reinstatement issued by the national diplomatic service/MFA of their Member State of origin<sup>6</sup>, which contains at least the following elements:
  - 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

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<sup>4</sup> Notwithstanding national terminology that may vary from one Member State to another.

<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 2.

<sup>6</sup> See corresponding certificate annexed to the present vacancy notice

- 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 I** 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.

Candidates must be in a position to serve the full duration of the assignment within the duration of their service with the EEAS or before reaching the age of retirement foreseen under Article 52(a) of the SR, applicable to temporary agents by virtue of Article 47(a) of the CEOS.

Candidates from the national diplomatic services of Member States, who have served continuously 8 or up to the maximum of 10 years as temporary agents under Article 2(e) of the CEOS pursuant to Article 50(b)(2) of the CEOS, are not eligible before a lapse of at least 2 years from the termination of their last contract under Article 2(e) of the CEOS<sup>7</sup>.

### **Selection Criteria:**

Candidates should have:

- an excellent ability to maintain diplomatic relations and to ensure representation, communication and management in a complex, multicultural environment;
- an excellent capacity to lead negotiations and to create constructive working relations with national authorities, international organisations and EU Member States;
- a proven capacity to synthesise, forge compromises and lead colleagues towards operational conclusions;
- Excellent knowledge of external relations, internal policies and functioning of the Union;
- experience and knowledge of CFSP and CSDP-related issues;
- knowledge and/or proven experience in the key policy areas addressed by COWEB and by the EEAS Western Balkans/South East Europe Division;
- strong drafting, communication and analytical skills combined with sound judgement;
- demonstrable interpersonal skills and capacity for effective teamwork and close cooperation with immediate hierarchy;
- demonstrable ability to coordinate and work collaboratively with other divisions in HQ and delegations as well as with other EU institutions, particularly European Commission services;
- demonstrable capacity for the flexibility and resilience required by the nature of the COWEB and the Western Balkans/South East Europe Division's work in the challenging political context of the Western Balkans;
- experience in COWEB or other relevant Council preparatory body;
- a good working knowledge of English and French.

Furthermore:

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<sup>7</sup> Decision ADMIN(2023) 24 on the maximum duration of engagement by the European External Action Service of non-permanent staff under successive limited duration contracts of different types, and on the minimum lapse of time between successive contracts under Article 2(e) of the CEOS.

- 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 working on/in the Western Balkans

would be considered assets.

## **TYPE AND DURATION OF CONTRACT FOR NEW TEMPORARY AGENTS**

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 annual Mobility exercise at Headquarters (currently 31 August each year).

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

## **CONDITIONS OF RECRUITMENT AND EMPLOYMENT**

### **CONFLICT OF INTEREST AND SECURITY RISKS**

As a matter of policy, applications by individuals who have dual nationality of which one of a non-EU country, will be considered on a case-by-case basis taking account in particular of the functions attributed to the vacant post. The EEAS also examines if there could be a conflict of interest or security risks.

In this context, **all candidates shall fill with their application a declaration of potential conflict of interest (Annex II).**

### **MEDICAL CLEARANCE**

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.

### **PERSONNEL SECURITY CLEARANCE**

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](#)<sup>8</sup>.

The selected candidate should hold, or be in the position to obtain, a valid Personnel Security Clearance (hereafter, the "PSC")<sup>9</sup> 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,

<sup>8</sup> OJ C 263, 26 July 2023, p.16.

<sup>9</sup> 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 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'."

the selected candidate will 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](#).

## **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 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 1(d)(4) of the SR.

## **APPLICATION AND SELECTION PROCEDURE<sup>10</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 applicable to their situation in order to avoid automatic exclusion from the selection procedure.

Candidates must apply through the online system:

<https://eapplication.eeas.europa.eu>

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 aforementioned 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](https://webgate.ec.europa.eu/cas/manuals/EU_Login_Tutorial.pdf)

During the online application procedure, candidates will have to upload their CV and motivation letter (in English or French) and the declaration of potential 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.

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<sup>10</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)

Candidates from the Member States 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.

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 **15 July 2025 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-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 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.

## **CONTACT:**

Ms Zuzana MICHALKOVA SUTIAKOVA, Head of Division ☎ +32 2584-3593 Email: <a href="mailto:POL-EUROPE-2@eeas.europa.eu">POL-EUROPE-2@eeas.europa.eu</a>
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## **ANNEX I**

### **CERTIFICATE OF ADMINISTRATIVE STATUS, ENDORSEMENT AND REINSTATEMENT<sup>1</sup>**

#### **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 service<sup>2</sup> of *insert Member State* and is in active service on the date of signature of the present certificate.

The Ministry of Foreign Affairs<sup>3</sup> 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.

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<sup>1</sup> To be completed and certified by the competent authority of the national diplomatic service.

<sup>2</sup> 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.

<sup>3</sup> Notwithstanding national terminology that may vary from one Member State to another.

## ANNEX II

### DECLARATION OF POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY CANDIDATES

Article 11(3) of the Staff Regulations of Officials of the European Union (SR):

*"Before recruiting an official, the Appointing Authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest. In such cases, the Appointing Authority shall take this into account in a duly reasoned opinion. If necessary, the Appointing Authority shall take measures referred to in Article 11a(2)".*

Article 11a(2) of the SR:

*"Any official to whom it falls, in the performance of his duties, to deal with a matter referred to above shall immediately inform the Appointing Authority. The Appointing Authority shall take any appropriate measure, and may in particular relieve the official from responsibility in this matter".*

These provisions apply to temporary agents in accordance with Article 11 of the Conditions of Employment of Other Servants of the European Union (CEOS).

It is the candidates' duty to inform through this form the EEAS of any actual or potential conflict of interest regarding their future tasks. They shall be broad in their identification of actual or potential conflict of interests. It is reminded that it will be up to the administration, and not to the candidates themselves, to assess on this basis whether they are sources of conflict of interests and, if applicable, whether they constitute an issue for the recruitment and, if not, whether they should call for adequate mitigating measures to protect both the interests of the institution and of the selected candidate.

**Title/First Name/ Last Name:**

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Candidate status:	
<input type="checkbox"/> Official of the Institutions of the EU	<input type="checkbox"/> Candidate from a Member State
<input type="checkbox"/> Current EEAS/EC Temporary Agent	<input type="checkbox"/> EPSO laureate
<input type="checkbox"/> Current EEAS/EC Contract Agent	<input type="checkbox"/> External
Current and former EU nationality/nationalities:	
Current and former non-EU nationality/nationalities:	
Current employer:	
Spouse/partner's EU nationality/nationalities:	
Spouse/partner's non-EU nationality/nationalities:	
Spouse/partner's professional activities:	
Dependents' nationality/nationalities:	

**Position applied for:** .....

**Job number:** .....

**Directorate/Division:** .....

*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 could actually or potentially impair your independence in the course of your duties in the specific vacancy*

at the EEAS 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.

I understand that any infringement of the above requirements under the SR and the CEOS may lead, *inter alia*, to the withdrawal of an offer of employment or/and, if I am a staff member of an EU institution, to the opening of an administrative investigation based on Article 86 of the SR and to a potential disciplinary procedure under Annex IX to the SR.

Date and signature:

**PLEASE FILL IN, PRINT, SIGN AND SCAN  
TO BE UPLOADED IN E-APPLICATION ("ATTACHED DOCUMENTS" TAB, Conflicts  
of Interest)**