

EEAS Vacancy Notice

Cost-free Seconded National Expert

Delegation of the European Union to Moscow, Russia

AD level post No 301832

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.

The European Union currently has 145 Delegations, 8 of which are to international organisations. Overall, around 6000 staff are currently serving in the 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 a cost-free Seconded National Expert (SNE) at the **EU Delegation to Russia**, i.e. salary, insurances, schooling and other costs to be paid by the EU MS as appropriate.

We are looking for:

The European External Action Service (EEAS) is seeking a highly motivated colleague to occupy the post of Seconded National Expert (SNE) in the Political Section **at the EU Delegation to Russia**.

Overall purpose:

Under the supervision of the Head of Section, to monitor and contribute to the analysis and reporting on the situation in the host country with particular emphasis on the war against Ukraine, developments of peace negotiations and efforts to stabilise the situation in Ukraine, identification of context and conditions for post-conflict transition, stabilisation and reconstruction as well as human rights issues incl. those related to accountability in the war against Ukraine.

The expert will assist / contribute to:

- Monitor and report in various forms, in a regular and timely manner through the Head of Section
- Monitor and analyse the peace negotiations in relation to Ukraine and Russia and its programmatic implications for the conditions for stabilisation and reconstruction in Ukraine
- Contribute to the formulation of country-specific strategies, programmatic activities, and their implementation to strengthen peacebuilding / stabilisation efforts in relation to Ukraine
- Chair or co-chair MS coordination meetings on governance and human rights issues

- In close coordination with other members of the Delegation, develop contacts capable of enabling and enriching the Section's reporting, including contacts with local actors and interlocutors, representatives of the EU Member States' diplomatic missions, and other partner countries and international organisations.
- Contribute to other tasks of the section, such as EU coordination and / or monitoring peace negotiations.
- Analysis/monitoring of reporting on EU policies and activities impacting Ukraine, contributing to transparency, accountability in the war and peace-building efforts towards Russia, with a view to supporting EU communication efforts, with a particular focus on strategic communication and countering disinformation
- Occasional contributions to the Press and Information activities of the Delegation, including drafting of tweets, statements, speeches and as well as presentations on Ukraine related matters.

Legal basis:

This vacancy is to be filled in accordance with EEAS Decision of the High Representative of the Union for Foreign Affairs and Security Policy HR DEC (2014)01 of 04/02/2014 establishing the rules applicable to National Experts seconded to the European External Action Service.

Eligibility criteria:

Candidates must:

- a) Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;
- b) Have at least three years full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function groups AD or AST as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the Union¹ or, where justified in the interests of the service, professional training of an equivalent level.
- c) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties.
- d) Have or be able to obtain a security clearance of minimum level **EU-SECRET** for the functions that he/she will carry out.
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer.
- f) Remain subject to the social security legislation applicable to the public administration, international administration or entity which employs the SNE and which will assume responsibility for expenses incurred abroad. In case of posting to an EU Delegation, the employer certifies that the SNE is covered for medical expenses incurred at the place of secondment, as well as costs of repatriation on health grounds throughout the full period of secondment
- g) Ensure that there is no conflict of interest and that they will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

Selection criteria:

Candidates should:

A. Professional knowledge

Experience of at least two years in law, social sciences or related, including analysis and reporting; knowledge of EU institutions, related decisional processes, EU external action and related EU external policies (geographic and thematic)

¹ 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>

B. Skills:

- Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Capacity to present complex or sensitive positions on sometimes controversial issues to the local interlocutors.
- Have the ability to work as part of a team, to coordinate and to communicate effectively.
- Have solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.
- Interest in developing a strong network of diplomatic and civil society contacts in Russia.

C. Languages:

Thorough knowledge (capacity to write and speak) in English is required. Knowledge of Russian would be an asset.

D. Personal Qualities

Be dynamic. Motivated, flexible and resilient personality. Able to adapt quickly to new situations and deal with new challenges.

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 that 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 (SNE-Delegations@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

Conditions of secondment

SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer.

Duration of the secondment: Initial period up to 2 years, renewable up to 4 years.

The EEAS will cover for certain security costs and missions costs incurred by the SNE posted in the EU Delegation. Other costs such as removal costs, accommodation, salary, insurance, schooling, etc. shall not be covered by the EEAS.

Vacant available from: Immediately

For further information, please contact:

SNE-DELEGATIONS@eeas.europa.eu

