

EEAS Vacancy Notice

Seconded National Expert in the MD Africa

Policy Officer – Relations with the African Union and with the Organisation of African Caribbean and Pacific States (OACPS), programming/Multiannual Financial Framework in the Pan-African Affairs Division (AFRICA 1)

CO-FINANCED

AD level post

Job No 166715

We are:

The European External Action Service (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 (CFSP), of representing the EU and of chairing 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 General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

We propose: (To be completed by Directorate/Division)

The post of a “co-financed” Seconded National Expert on the position of policy officer for relations with the African Union and with the Organisation of African Caribbean and Pacific States (OACPS), programming/Multiannual Financial Framework in the Division for Panafrikan Affairs (POL.Africa.1). The post is co-financed by the EEAS (daily and monthly allowances) and by the EU MS (salary, social security and insurance).

The successful candidate will join the team working on EU-ACP relations Samoa Agreement, Economic/Investment issues and Programming within the division. The team covers relations with the African Union and with the Organisation of African, Caribbean and Pacific States, coordination of multiannual programming and thematic issues within the Africa Directorate.

Functions and Duties:

Under the supervision of the Head of Division and the responsible team leaders:

- Contribute to the coordination within the Africa Directorate regarding multiannual programming, mid-term review for Sub-Saharan Africa, in close collaboration with the responsible programming Division in the EEAS.
- Contribute to strategic thinking as well as policy development and implementation regarding the EU's relations with the African Union and the Organisation of African, Caribbean and Pacific States.
- Contribute to the preparation and organisation of Summits, Ministerial and other meetings, dialogues, missions and visits, and to the follow up and implementation of meeting outcomes, liaising with all concerned institutions and other relevant stakeholders.
- Coordinate thematic issues within the Africa Directorate including economic, trade and investment issues (such as Africa Continental Free Trade Area, European Investment Bank, European Bank for Reconstruction and Development, European Fund for Sustainable Development Plus).

- Provide support, when requested by the Head of Division, on other Africa policy files managed by the Division (peace and security issues, human rights and good governance, youth, migration etc.).

Functions and Duties:

- Drafting (briefings, speeches, declarations, papers, notes)
- Liaison, coordination and communication with responsible EEAS and Commission services as well as relevant stakeholders
- Presentation and, when applicable, negotiation of proposals
- Participation in relevant fora; carrying out missions
- Reporting

We are looking for: (To be completed by Directorate/Division)

The European External Action Service (EEAS) is seeking a dynamic, proactive and highly motivated colleague with strong analytical and networking skills to occupy the post of Seconded National Expert (SNE).

The candidate should have a good knowledge of EU policy-making and decision-making processes, and an understanding of inter-institutional relations as well as have relevant political experience in the proposed areas. The candidate will be working in a friendly and dynamic environment and contribute to the work of MD Africa. He/she will have to work in an international and multicultural environment in close synergy with Member States and EU institutions.

Legal basis:

- This vacancy is to be filled in accordance with the 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 Union or, where justified in the interests of the service, professional training of an equivalent level.¹;
- 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 a security clearance of minimum level **EU-SECRET/SECRET-UE** 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;

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>

- 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 he/she 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 3 years in the above mentioned areas at institutional level, including analysis and reporting; experience of working in an Embassy, a Delegation (or equivalent in an international organisation); knowledge of EU institutions, related decisional processes, CFSP-CSDP, EU external action, including development cooperation, and related EU external policies (geographic and thematic); of geographic area in question and relevant regional and continental integration processes.

B. Skills

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required.
- Have the ability to work in teamwork, 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.

C. Languages

- A thorough knowledge (capacity to write and speak) in French and English is required.

D. Personal Qualities

- Dynamic, motivated and flexible personality. 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 staff and applicants. 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 SNE-HQ@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 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. The EEAS will provide for the allowances in order to contribute to cover the SNE's living expenses in the place of secondment on a flat-rate basis. These allowances shall not be construed as remuneration paid by the EEAS.

Co-financed SNEs shall be entitled to:

- daily allowance (**180.65/ calendar day²**) throughout the period of secondment;
- monthly allowance calculated on the basis of the distance between the place of origin (the employer's head office) and the place of secondment (**between 0 to 1019.33 €/month³**);
- reimbursement of travels take up duties/end of secondment on a flat-rate basis (if not paid by the employer).

The EEAS will cover:

- missions-related costs incurred by the SNE posted in the EEAS HQ;
- complementary accident insurance 24/7 for SNE (not family members).

Other expenses such as removal costs, allowances, salary, insurance, schooling (while the SNE maintains the right to enrol the children in an European School Type I)[1] and costs related to the enrolment to the Interinstitutional nurseries or the After-school centre managed by the early childhood centre of the European Commission shall not be covered by the EEAS. However, in case the SNE makes use of these two facilities for their dependent children, the EEAS shall recover any invoiced cost (including the institutional and the parental contribution) from the Seconded National Expert concerned on a yearly basis. For further information, please contact RM-01-COORDINATION@eeas.europa.eu

Duration of the secondment: 2 years (please select), renewable up to 4 years (to be adapted)

Vacancy available from: Immediately

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu

² Daily allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2020) 60 of 09/12/2020

³ Monthly allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2020) 60 of 09/12/2020

