

**EEAS Vacancy Notice**  
**Seconded National Expert in the Managing Directorate for Multilateral Relations, Human Rights  
and Democracy (POL.MULTILATERAL)**

**Policy Officer – Multilateral Relations (POL.MULTILATERAL.1)**

**COST-FREE**

**AD level post**

**Job No 317776**

**We are:**

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

**We propose:**

The post of a “cost-free” Seconded National Expert on the position of Policy Officer in Multilateral Relations, joining the Multilateral Relations Division in the EEAS (POL.MULTILATERAL.1).

In the current complex geopolitical context, POL.MULTILATERAL.1 aims to advance effective multilateralism, including by strengthening the EU's partnership with third countries. The Division is responsible for coordinating the cooperation by the EU and its Member States with international organisations, in particular the United Nations and the Council of Europe, providing knowhow regarding multilateral relations, and ensuring coherence of policies and instruments. To this end, the Division ensures close collaboration with thematic and geographical departments across the EEAS, as well as Commission services, including through Inter-service Groups on the UN and Council of Europe, and other EU institutions. EU Delegations to multilateral hubs (in Geneva, Nairobi, New York, Paris, Rome, Strasbourg and Vienna) are central to this collective effort. Member States are fully involved through the CONUN and COSCE Working Parties.

**Functions and Duties:**

Under the authority of the Head of Division, the Seconded National Expert/Policy Officer is expected to perform the following tasks:

- Contribute to the analysis, coordination, development, implementation and monitoring of multilateral organisations, particularly the UN and its agencies, including the UN Security Council.
- Contribute to the development of the EU's position on ongoing reform processes in the multilateral system, with a particular focus on the UN80 reform process, as well as to the implementation of the Pact for the Future.
- Contribute to the formulation and implementation of EU policies under the UN's peace and security pillar, in particular in relation to peacebuilding, conflict prevention and mediation, in liaison with relevant departments in the EEAS, EU Member States and Commission;
- Contribute to the daily functioning of the division, including by drafting briefings and policy papers, and by providing input for statements and speeches to be delivered in multilateral fora

and ensuring follow-up.

- Attend and report on relevant meetings and maintain contacts in areas of responsibility with relevant interlocutors, including UN counterparts, civil society representatives etc.
- Coordinate with other EEAS departments and with the Commission, the Council, and the European Parliament, where relevant.
- Contribute to implementing the mandate of the Multilateral Relations division in other areas, as necessary.

### **We are looking for:**

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 understanding 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 the Managing Directorate for Multilateral Relations, Human Rights and Democracy. 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.<sup>1</sup>;
- 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;
- 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

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<sup>1</sup> 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>

documentation, information and procedures.

**Selection criteria:**

**Candidates should:**

**A. Professional knowledge**

- have good knowledge of external relations, internal policies and functioning of the Union;
- have thematic knowledge and experience in the field of human rights, not least in the areas described for this position;
- additionally, would be considered as strong assets: experience of working in a team in multi disciplinary and multi-cultural environment; experience in working with or within other EU institutions; experience of working in an Embassy, an EU Delegation (or equivalent in an international organisation)

**B. Skills**

Have strong drafting and analytical skills combined with sound political judgement and strong organisational awareness;

Have coordination skills, and preferably experience of having worked in a multilateral or diplomatic environment;

Have the ability to maintain diplomatic relations in a complex, multicultural environment;

Have the capacity to build constructive working relations in the field of external relations with national authorities, international organisations and EU Member States.

**C. Languages**

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

**D. Personal Qualities**

- Be a flexible team player. Have a strong service orientation.

**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](mailto: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.

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](mailto:RM-01-COORDINATION@eeas.europa.eu)

Duration of the secondment: 2 years, renewable up to 4 years in total.

**Vacancy available from: Immediately**

**Place of secondment: Brussels, Belgium**

**For further information, please contact:**

[SNE-HQ@eeas.europa.eu](mailto:SNE-HQ@eeas.europa.eu)

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