

EEAS Vacancy Notice

Policy Officer – Policy Coordination Division (SG.COORD)

Seconded National Expert (cost-free)

AD level post

Job No 390688

We are:

The European External Action Service (EEAS) supports the work of the High Representative in defining and implementing an effective and coherent foreign policy of the European Union and in her tasks of conducting the EU's Common Foreign and Security Policy and chairing the Foreign Affairs Council. It also supports the High Representative in her capacity of Vice President of the Commission. The EEAS works in close cooperation with Member States, the Council and relevant services of the European Commission.

Within the EEAS, the Policy Coordination Division plays a central role to support the HRVP, the EEAS Secretary General and senior management in achieving policy priorities. Through a joined-up approach to inter-institutional coordination, the Division contributes to the effective and efficient conduct of policy and decision-making processes within the EEAS and with regard to the work of the Council and Commission.

In particular, Sector 1 – Council Team leads the coordination of all work related to the European Council, the Council and with Member States, in particular the rotating Presidency. Under the direction of the Head of Division, the Council Team works closely with the Cabinet of the HRVP, EEAS senior management and services and the General Secretariat of the Council on all organisational and substantive preparations of and follow-up to meetings. It also coordinates the preparation of non-papers, briefing materials, reports and circulation of relevant documents within the EEAS

We propose:

The post of a “cost-free” Seconded National Expert (SNE) on the position of Policy Officer.

The successful candidate will join the Council Sector of the Policy Coordination Division.

Functions and Duties:

The successful candidate will join the Council Team of the Policy Coordination Division. Under the guidance of the Head of Division and supervision of the Head of Sector, he/she will be responsible for assisting the Council Team in the process, coordination, contribution and preparation of Council meetings, including the European Council, Foreign Affairs Council and COREPER, as well as other ministerial meetings. In particular, the Policy Officer is expected to perform the following tasks:

- Participate in the preparation of six-monthly agendas for the FAC meetings and identify the most relevant agenda items for FAC meetings in liaison with services;
- Coordinate the FAC preparatory process including organising meetings with services, other institutions and the Cabinet, ensuring the presence of relevant services during the FAC meeting, coordinating contributions, etc.;
- Prepare notes on the draft FAC agenda for approval of EEAS management and of the HRVP and ensure communication of the agenda and its presentation to COREPER in line with the requirements of the Council Rules of Procedure;
- Manage the preparatory process of draft Council Conclusions from high-quality drafting to timely clearance and circulation to Member States;

- Provide guidance on the preparation, approval and distribution of FAC preparatory documents (issues papers, information notes, etc.) and monitor the adoption process of Council Decisions and other A items;
- Coordinate the preparation of FAC briefings for the HRVP and ensure that output is of high quality, concise, coherent and politically relevant;
- Contribute to the timely preparation of FAC meeting reports, as well as notes for EEAS operational follow-up for the Antici and the European Parliament Foreign Affairs Committee (EP AFET);
- Prepare briefing notes for COREPER meetings as appropriate, and ensure timely reporting;
- Prepare information notes to Heads of EU Delegations and EP AFET and liaise with the Cabinet, senior management and services;
- Coordinate and prepare briefings for the President of the European Council, President of the Commission, the HRVP and the EEAS Secretary General for meetings with Member States' interlocutors and other horizontal briefings;
- Contribute to horizontal tasks within SG.COORD.

We are looking for:

The EEAS is seeking a dynamic, proactive and highly motivated colleague with strong analytical and networking skills to occupy the post of SNE.

The candidate should have an excellent understanding of EU policy-making and decision-making processes, and a good 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 Policy Coordination Division. He/she will have to work in an international and multicultural environment in close synergy with EU 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

- Have a post relevant professional experience of at least 3 years, preferably in the Ministry of Foreign/ European Affairs or in a coordinating position in EU affairs; and
- Have excellent knowledge of EU institutions and related decision- making processes, CFSP/CSDP as well as EU external action and related policies.
- have an excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;

B. Skills

- have strong drafting, communication and analytical skills combined with sound judgement;
- Possess organisational skills and have capacity of initiative;
- Have the ability to contribute and cooperate in a multicultural team;
- Have strong communication and interpersonal skills.
- have the ability to deliver reliably and high quality standards under consistently tight deadlines.
- Furthermore:
 - experience of working in a Permanent Representation, the EU Department in a Ministry of Foreign Affairs or EU institution;
 - experience of working in a team in multi-disciplinary and multi-cultural environment;
 - experience of negotiations; and
 - experience in inter-institutional coordination
- would be considered assets.

C. Languages

- Have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another to the extent necessary to carry out the duties involved. In practice, excellent command of English is required; command of the French language would be a strong asset.

D. Personal Qualities

- Be dynamic, motivated and a resilient personality.

- Be able to adapt quickly to new situations and deal with new challenges, delivering high quality under time pressure.
- Be a strong team player.

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.

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, renewable up to 4 years in total

Vacancy available from: from 16 September 2026

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu

