

EEAS Vacancy Notice

Seconded National Expert in the South-East Europe/Western Balkans Division (EURCA.WEST.2)

Policy Officer, Western Balkans

CO-FINANCED

AD level post

Job No 516659

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 "co-financed" Seconded National Expert for the position of Policy Officer for the Western Balkans. The post is co-financed by the EEAS (daily and monthly allowances) and by the EU Member State (salary, social security and insurance).

The successful candidate will join the South-East Europe/Western Balkans Division (EURCA.WEST.2), which is responsible for general EU policy and strategy aspects with the Western Balkan region, i.e. Albania, Bosnia and Herzegovina, Kosovo, Montenegro, Serbia and North Macedonia. The Division cooperates closely with EU Delegations, Offices and Special Representatives in the region, other EEAS Divisions as well as with the European Commission, in particular DG ENEST, in policy areas that fall under the Commission's competence. We also liaise with the Council Secretariat, the European Parliament and other EU institutions. We work in close coordination with Member States and maintain relations with third countries and international organisations.

Functions and Duties:

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

- Preparation, implementation and communication of EU policies concerning political, economic and other relations with the Western Balkans, including CFSP/CSDP aspects;
- Analyzing and providing updates on developments at the country level and in the wider region, while keeping EEAS management, other EU institutions and EU Member States informed;
- Preparation of briefings, policy documents, reports, draft speeches, EU statements, Council Decisions, Lines to Take and other public diplomacy material;
- Work on regional cooperation, including the Berlin Process, RCC, SEECP, CEFTA, Energy/Transport Communities;
- Contacts with other EU institutions, notably the European Commission, coordinating and following policy developments in Member States and third countries in relation to the Western Balkans;

- Outreach to NATO, UN, OSCE and Council of Europe;
- Any other tasks in the interest of the service.

We are looking for:

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

The candidate should have a good understanding of EU policy-making and decision-making processes, an understanding of inter-institutional relations as well as relevant political experience in the proposed areas. The candidate will enjoy working in a friendly and highly dynamic international and multilateral environment, in close synergy with Member States and other 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;
- 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.

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>

Selection criteria:

Candidates should:

A. Professional knowledge

- have ability to maintain diplomatic relations and to ensure representation and communication in a complex, multicultural environment;
- have capacity to create constructive working relations in the field of external relations with other EU institutions, EU Member States, third country representatives and international organisations;
- have knowledge of external relations, internal policies and functioning of the Union;
- have knowledge and/or proven experience in the key areas of political and diplomatic relations;
- have knowledge and/or experience of the Western Balkan region.

A. Skills

- have strong drafting, communication and analytical skills and possess sound judgement to be able to identify key issues and present solutions;
- have the capacity to work under time constraints and communicate in an international, diplomatic and multilingual environment that requires intercultural sensitivity;
- have the ability to work in a team, to coordinate and to communicate effectively.

B. Languages

- A thorough knowledge (capacity to write and speak) in English and in French is required. Knowledge of the local language(s) would be a strong asset.

C. Personal Qualities

- A pro-active, motivated and resilient person able to cope with multiple tasks and deliver under tight deadlines. Able to adapt quickly to new situations and enjoy new challenges, including missions.

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, renewable up to 4 years

Vacancy available from: Immediately

Place of secondment: Brussels, Belgium

For further information, please contact:

Administrative questions: 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

