

EEAS Vacancy Notice

Seconded National Expert in the Managing Directorate for Eastern Europe and Central Asia (EURCA)

Desk Officer for Georgia Moldova, Belarus, Georgia, Armenia, Azerbaijan Division (POL.EURCA.EAST.2)

COST-FREE

AD level post

Job No 438803

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.

As part of the Managing Directorate for Europe and Central Asia, POL.EURCA.EAST.2 is the division responsible for the management of the EU bilateral relations with the Republic of Moldova, Belarus, Georgia, Armenia and Azerbaijan.

We propose:

The post of a "cost-free" Seconded National Expert on the position of Policy Officer in POL.EURCA.EAST.2.

The successful candidate will work on the EU relations with Georgia. He/she will work closely with the other desk officer for Georgia and other members of the Division, as well as with the team of the EU Special Representative for the South Caucasus and the crisis in Georgia.

Functions and Duties:

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

- Monitor political developments in Georgia and the wider South-Caucasus region;
- Contribute to EU-Georgia relations, in close consultation with EEAS services, relevant services of the Commission, the EUSR office, the EU Delegation in Tbilisi and EU Monitoring Mission in Georgia (EUMM), Member States, like-minded partners and international organisations;
- Contribute to the formulation of EU analysis and initiatives, approaches and policies in co-ordination with Member States, the European Commission, and third partners;
- Contribute to the development of EU-Georgia relations as regards notably political issues, security issues, restrictive measures, respect for human rights, good governance and the rule of law.
- Prepare briefings, EU statements and lines to take, as well as replies to media inquiries, Parliamentary questions and petitions,
- Participate in relevant Council working groups, meetings in the European Parliament and in other relevant meetings;
- Act as back-up to the other members of the Division as appropriate.

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, have relevant political experience in the proposed areas, and an in-depth understanding of the dynamics in the region. The candidate will be working in a friendly and dynamic environment and contribute to the work of EURCA. He/she will have to work in an international and multicultural environment in close synergy with Member States and EU institutions.

This challenging position also requires from the candidate strong drafting and communication skills, diplomatic experience and capacity, coordination and organisation skills, flexibility and dedication to work, including under high pressure and very tight deadlines. The candidate will work as part of a dynamic team; and the ability to work with others and be a pro-active and collaborative team player is therefore essential.

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 a professional experience of at least 3 years, preferably in the Ministry of Foreign Affairs, or Defence, or in international organisations;
- Have knowledge and understanding of the South Caucasus and/or the broader Eastern partnership region;
- Have excellent knowledge of external relations, internal policies and functioning of the Union, and have experience and knowledge of CFSP and CSDP-related issues;

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 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.

C. Languages

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

D. Personal Qualities

- Be dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges. Have a positive attitude to working with others.

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 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.

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: 1 year renewable up to 4 years in total

Vacancy available from: 1 August 2026

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu

