

EEAS Vacancy Notice

Seconded National Expert in Office of the EEAS Secretary-General (SG.OFFICE)

Political Assistant

COST-FREE

AD level post

Job No 523430

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)/Common Security and Defence Policy (CSDP), to represent the EU and to chair 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.

The Office of the Secretary-General (SG) supports the SG in her political work and management of the Institution as well as the organisation and preparation of her political engagements. It coordinates relevant EEAS services and maintains regular contacts with the Cabinet of the HRVP, EU institutions and Member States

We propose:

The post of a "cost-free" Seconded National Expert (SNE) on the position of Political Assistant.

Under the authority of the Head of the Office of the Secretary-General, the successful candidate will:

- advise and assist the Secretary-General and the Head of Office in the formulation, communication, and implementation of political priorities, policies, strategies and objectives;
- support the supervision, implementation, and close coordination of pertaining administrative issues under guidance of the Head of Office;
- follow up on policy decisions and ensure the execution of the guidance by the Secretary-General and the Head of Office across the assigned portfolio, in close coordination with EEAS departments and EU Delegations;
- maintain relations with the relevant members of the HRVP Cabinet on files assigned by the Head of Office;
- contribute to the further development of working methods at EEAS HQ and Delegations, supporting related conceptual work and strategic planning;
- maintain close working relations with relevant counterparts in the Member States and organisations assigned by the Head of Office.

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 a good understanding of inter-institutional relations and relevant political experience regarding CFSP and CSDP. Specific geographic and thematic areas of responsibility can be adjusted according to the successful candidate's expertise.

The candidate will be working in a friendly and dynamic environment and contribute to the work of SG Office. He/she will 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;
- 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 5 years, preferably in a Ministry for Foreign/European Affairs or in a coordinating position in EU affairs;
- excellent knowledge of the EU's internal and external policies and instruments and of the functioning of the Union and its inter-institutional framework;
- experience and knowledge of CFSP and CSDP-related issues;

B. Skills

- an excellent ability to maintain diplomatic relations and to ensure representation, communication and management in a complex, multicultural environment; and robust negotiation skills;
- an excellent capacity to create constructive working relations with national authorities, civil society, international organisations and EU Member States;
- strong drafting, communication and analytical skills combined with sound judgement;
- the ability to build and communicate a vision for the development of new policy approaches, and the ability to think strategically and translate strategy into action;
- excellent coordination skills.

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

- Dynamic, motivated and very resilient personality. Able to adapt quickly to new situations and deal with new challenges, delivering high quality under time pressure. 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: Immediately

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu

