Vacancy notice 2026 – 195 DEL (AD) HOD NIGER

EEAS Vacancy Notice –

HEAD OF DELEGATION NIGER

Type of post "Head of Unit or equivalent"

EU Officials – AD 9 – AD 14 – Candidates from the Member States[1] – AD 12

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 EU Member States as well as with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

The European External Action Service (EEAS) is looking for an individual to fill the post of **Head of the European Union Delegation to Niger.**

The Delegation is placed under the authority of the High Representative of the Union for Foreign Affairs and Security Policy.

We propose:

The Head of Delegation to Niger is responsible for managing all staff, both EEAS and Commission personnel (33 staff in total, including nine officials or temporary agents), as well as the Delegation's financial resources.

The administrative budget currently amounts to approximately €1.5 million, while the EU development cooperation programme totals €50 million under the Neighborhood, Development and International Cooperation Instrument – Global Europe (NDICI–GE). In addition, several projects are financed through various EU thematic budget lines and West Africa regional programmes.

The Delegation's core areas of work cover political affairs, including human rights and governance; security; development, with a particular focus on agriculture, governance and education; and the external dimensions of Union policies, especially migration.

Niger is a key country in the Central Sahel, and the Head of Delegation will also be expected to monitor regional developments, particularly those relating to the Alliance des États du Sahel.

Engaging with the authorities on governance and other sensitive issues, including human rights, will require careful approach and considerable diplomatic dexterity.

The Head of Delegation to Niger will assist the High Representative and the Commission in fulfilling their mandates in the field of external relations, and will in particular have the following tasks:

[1] Temporary Agents from national diplomatic services of the Member States to whom Article 2(e) of the CEOS applies will also be reclassified to this grade if selected for the post.

- To maintain and further enhance bilateral relations across the whole policy spectrum, notably in the political, economic, commercial, security and international assistance coordination fields and to carry out and to promote regular political dialogue.
- To represent the EU in Niger to ensure EU coordination (lead coordination within the EU at local level and represent the EU), and to ensure a high degree of consistency between the different areas of the EU's external actions and between these and other EU policies;
- To pursue the EU's policies and their local coherence in all areas, to promote and protect the EU's interests and values, and to promote the visibility of the EU by carrying out press, information and communication activities, including through social media;
- To maintain contacts, exchange information and coordinate with Member States accredited to Niger in the implementation of EU policies and to report regularly to the Headquarters of the EEAS and the Commission as appropriate on all matters covered by his/her mandate and maintain relations with other EU institutions as well as any regional and international organisations in Niger;
- To provide advice and support to the EEAS Headquarters, to the Commission and to the office of the President of the European Council as appropriate on policy issues and developments arising within the framework of the EU-Niger bilateral relations;
- To ensure sound management of the Delegation, including financial management and correct application of the existing rules concerning the security of individuals (including the families of expatriated staff), goods and property as well as information; manage crises and ensure continuity of Delegation operations, including in the framework of business continuity.
- To ensure effective implementation as authorising officer by sub-delegation of any potential external assistance programmes in Niger and their reporting activities.

This position is classified as a "Head of unit or equivalent"[2] type of post in the grade bracket AD 9 – AD 14.

If selected for the post, candidates from the national diplomatic services of Member States will be recruited at grade AD 12.

If selected for the post, the contract of candidates who, at the time of their application are temporary agents to whom Article 2(e) of the Conditions of Employment of Other Servants (hereafter, the "CEOS") applies, will be amended and, if applicable, these candidates will be reclassified at grade AD12.

The place of employment is Niamey, Niger. It is a non-family posting.

The Living Condition Allowance is 40%.

The post will in principle be for a 2-year duration.

Legal Basis

The successful candidate for this position will be:

– appointed in accordance with Article 29(1) of the Staff Regulations of Officials of the EU (SR) if he or she is an EU official;

– recruited in accordance with Article 29(1)(a) and Article 98(1), first subparagraph, of the SR, if the candidate is a member of the national diplomatic service of a Member State or

[2] According to the Annex I of the Staff Regulations and the relevant EEAS internal rules.

reassigned if he/she is a temporary agent to whom Article 2(e) of the CEOS applies. Such candidates shall be recruited or, if applicable, assigned at grade AD 12 or at their current grade if it is higher.

We look for:

Eligibility Criteria[3]

General

Further to the conditions set out in Art 28 of the Staff Regulations (SR) or Art 12 of the Conditions of Employment of Other Servants (CEOS), candidates must:

1. be nationals of one of the EU Member States and enjoy full rights as a citizen;
2. be permanent officials of the Union institutions, or temporary agents to whom Article 2(e) of the Conditions of Employment of Other Servants (CEOS) applies, or staff from diplomatic services of the Member States;
3. have the capacity to work in languages of the CFSP and external relations necessary for the performance of their duties. Knowledge of other EU languages would also be an asset;
4. have at least six years' proven, pertinent external relations experience - for staff from national diplomatic services this experience must have been gained from working in a national administration of one of the Member States.

Without prejudice to exemptions exceptionally granted in the interest of the service by the Appointing Authority or, when applicable, the Consultative Committee on Appointment (CCA) on behalf of the Appointing Authority, an official or a temporary agent, to whom Article 2(e) of the Conditions of Employment of Other Servants (CEOS) applies, applying for a posting shall be subject to the following conditions by the time of posting[4]:

a. the candidate should serve in an EU Delegation for not more than two consecutive postings;
b. the candidate shall be in a position to serve the full duration of the posting within the duration of their service with the EEAS or before reaching the age of retirement foreseen under Article 52(a) of the Staff Regulations;
c. the candidate serving in a posting at the time of the application is eligible for a new posting if they are included in the rotation or mobility exercises or if the last day for submitting the applications for the vacancy notice is less than six months from the end of their ongoing posting, unless in the case of career progression;
d. the candidate shall have served a minimum of two years in headquarters after having returned from a post in a Delegation, unless in the case of career progression;

[3] All the eligibility criteria must be met on the closing date for applications to this post.

[4] ADMIN (2024) 20 Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 24/07/2024 on the periodic serving of Officials and Temporary Agents in Union Delegations and repealing Decision ADMIN(2021) 221 of 01/07/2021

e. the candidate is not eligible for posts/functions to which they have already been assigned in the same Delegation;

f. the candidate is not eligible for a posting in a Delegation in which they have already served unless a minimum of two years would have elapsed between the start of the new posting and the end of a previous posting in that Delegation;

g. the candidate is not eligible for a third posting to the same Delegation, irrespective of the functions;

h. the candidate is not eligible for a non-family, compound-confined posting unless a minimum of two years would have elapsed between the start of the new posting and the end of a previous compound-confined, non-family posting;

i. the candidate is eligible to apply only for a post corresponding to the type of post occupied at the time of the application or to a higher type of post as listed in Annex I to the Staff Regulations;

Without prejudice to the conditions laid above, and without prejudice to authorisation exceptionally granted in the interest of the service by the Appointing Authority or, when applicable, the Consultative Committee on Appointment (CCA) on behalf of the Appointing Authority, candidates for a management post in a Union Delegation shall:

a. have served a minimum of two years in a Union Delegation or in a diplomatic mission of an EU Member State;

b. have no less than three years' management experience with responsibility for at least six subordinate staff members[5];

c. not have been accredited as a resident diplomat to the country of the posting at any time during the two years preceding the start date of the assignment indicated in the vacancy notice;

d. apply to posts that correspond to the type of post occupied at the time of the application or to a higher type of post as listed in Annex I to the Staff Regulations.

- SPECIFIC ELIGIBILITY CRITERIA FOR EU OFFICIALS

1. EU officials applying for this post must be AD 9 – AD 14.

   EU officials at AD 8 are eligible to apply if they have at least 2 years seniority in that grade.

   In the event of a successful application, EU officials at AD 9 – AD 14 will be appointed at the same grade. EU officials at AD 8 will be promoted to grade AD 9.

2. Due to the need to ensure sound financial management of the limited financial resources and given the fact that the assignment of a staff member to a Delegation has important budgetary and business continuity implications, applications from staff members currently serving in a Delegation and who are not in the annual rotation/ mobility exercise are in principle not eligible and may only be considered in the interest of the service or in case of an application for a higher type of post (further on, "career progression").[6] In addition, if they

[5] In their CVs applicants should indicate management experience in terms of: (1) title and role of management positions held, (2) numbers of staff overseen in these positions, (3) the size of budgets managed, and (4) numbers of hierarchical layers above and below and number of peers.

[6] 'Career progression' refers to applications for a higher type of post according to Annex I of the SR. It is designed to allow staff to develop within the organisation. In this case, it refers to "Administrators" in grade AD 8 with 2 years seniority in this grade, who are applying to a "Head of Unit or equivalent" type of post for the first time.

wish to apply for a post on the basis of career progression, they should have spent at least 2 years on their current post when they take up duty.

3. Candidates who, at the time of the application, are EU officials, independently of their administrative status under Article 35 of the SR, cannot request to be recruited as temporary agents under Article 2(e) of the CEOS.

   In the case of applications from EU officials on leave for personal grounds, successful candidates will be reinstated into active employment within the meaning of Articles 35(a) of the SR.

- SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE NATIONAL DIPLOMATIC SERVICES OF THE MEMBER STATES TO BE RECRUITED IN ACCORDANCE ARTICLE 98(1), FIRST SUBPARAGRAPH, OF THE SR.

In line with Article 12 of the CEOS and in accordance with the needs of the service, candidates from the diplomatic services of Member States of the Union must:

1. possess a level of education

   a. which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more,

   OR

   b. which corresponds to completed university studies attested by a diploma and relevant professional experience of at least one year when the normal period of university education is at least three years.[7]

2. have gained at least 12 years' full time professional experience. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience;

   Candidates must indicate their level of education and professional experience on the application form.

3. Candidates from national diplomatic services and current temporary agents engaged under Article 2(e) CEOS must be able to return to active service with their Member State after the end of their period of service to EEAS.

   The candidates shall provide a statement issued by their national diplomatic service, which contains at least the following elements:

   - the post to which the candidate applies;
   - that the candidate is a staff member in active service in the national diplomatic service of their respective member state at the time of application, either as an official or under a permanent employment relation.
   - that the national diplomatic service endorses his/her application to the post
   - A guarantee of immediate reinstatement in the national diplomatic service after the end of their contract with the EEAS/ the end of their secondment.

   If candidates are unable to provide this document from their national diplomatic service, their application will be deemed ineligible.

   Furthermore, candidates must be in a position to serve during the full duration of their assignment within the maximum duration of engagement in the EEAS.

[7] The minimum of one year of professional experience required under (b) counts as an integral part of the above qualification and cannot be included in the professional experience required under point 3.

Candidates from the Member States should be in active employment in their public service of origin at the moment of the application.

Candidates from the national diplomatic services of Member States, who have served continuously 8 or up to the maximum of 10 years as Temporary Agents under Article 2(e) of the CEOS pursuant to Article 50b(2) of the CEOS, are not eligible before a lapse of at least 2 years from the termination of their last contract under Article 2(e) of the CEOS[8].

- SPECIFIC ELIGIBILITY CRITERIA FOR TEMPORARY AGENTS TO WHOM ARTICLE 2(E) OF THE CEOS APPLIES

Due to the need to ensure sound financial management of the limited financial resources and given the fact that the assignment of staff to a post of the establishment plan in Delegation or in Headquarters has important budgetary and business continuity implications, applications from temporary agents currently employed in the EEAS under Article 2(e) of the CEOS will be considered only during the third year of their first contract, unless they apply for a higher type of post.t.

They must provide a statement issued by their national diplomatic service containing the elements provided for by the specific eligibility criteria for candidates from national diplomatic services of the Member States.

Candidates from national diplomatic services who, at the time of their application, are Temporary Agents to whom Article 2(e) of the CEOS applies, are eligible to apply, irrespective of their current grade, provided that they fulfil the general eligibility criteria.

Selection Criteria

The applications of the candidates will be screened in the pre-selection phase according to the following general criteria:

1. <u>General skills and competencies</u>

- Have an excellent ability to maintain diplomatic relations at a senior level and to ensure representation, communication and management in a complex, multicultural environment;
- Have an excellent capacity to play a lead role in negotiations in the field of external relations with national authorities, international organisations and EU Member States;
- Have strong communication and analytical skills combined with sound judgement;
- Have proven experience in leading and motivating teams, particularly in a multi-disciplinary and multi-cultural environment, and a management experience
- Have good knowledge and/or experience in budgetary, administrative and financial management.

2. <u>Knowledge/experience in functioning of the European Union</u>

- Have excellent knowledge of the external relations, internal policies and functioning of the Union and its inter-institutional framework;

[8] ADMIN(2023) 24 Decision of the High Representative of the Union for Foreign Affairs and Security Policy of the 14/07/2023 on the maximum duration of engagement by the European External Action Service of non-permanent staff under successive limited duration contracts of different types, and on the minimum lapse of time between successive contracts under Article 2(e) of the CEOS

- Have proven experience in and in-depth knowledge of CFSP and CSDP-related issues;

3. <u>Regional knowledge and language skills</u>

- Have proven experience in and knowledge of the key areas of activity of the Delegation;
- Fluency in French is an essential requirement

Furthermore,

- Candidates must be able to work in a different socio-cultural environment and to adapt quickly to evolving situations;
- experience in working in a Delegation or an Embassy, an international organisation, or significant experience of external relations in the field would be an asset.
- knowledge of the wider regional context of the Sahel / West Africa area would be an asset.

TYPE AND DURATION OF CONTRACT FOR NEW TEMPORARY AGENTS

If the successful candidate is not an EU official, or a temporary agent currently employed in the EEAS under Article 2(e) of the CEOS, he or she will be required to undergo a medical examination to ensure that he or she is physically fit to perform the duties.

The successful candidate will be offered a temporary contract under Article 2(e) of the CEOS. Such contracts may not exceed 4 years in duration; their expiry will as far as possible be aligned with the usual date of mobility at Headquarters (currently 31 August of each year). The contract of successful candidates who are temporary agents under Article 2(e) CEOS currently employed in the EEAS will be amended and renewed for a 4 years period, within the limits provided for by Article 50(b)(2) of the CEOS.

All newly engaged temporary staff will be required to complete a probationary period of 9 months in accordance with Article 14 of the CEOS. If the successful candidate has already successfully completed the required probationary period under Article 14 of the CEOS, a management trial period of the same duration will nevertheless be required to be completed in accordance with Article 44, second subparagraph of the SR, read in conjunction with Article 20(4) of the CEOS, and with Article 7 of the ADMIN(2024) 19 Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 22/07/2024 on middle management staff, where the successful candidate is assigned for the first time to a management post.

PLACE OF EMPLOYMENT

Niamey, Niger

POST AVAILABLE: Immediately

SPECIFIC CONDITIONS OF EMPLOYMENT

The requested level of security clearance for this post is: SECRET UE/EU SECRET. A description of the EU classified information levels is available under Article 2 of the Decision ADMIN(2023) 18 on the security rules of the EEAS.

The selected candidate will be required to obtain a PSC at the level required for the present post in accordance with national laws and regulations of his or her Member State and with the procedure laid down in the Decision ADMIN(2019)7 on Security Clearance Requirements and Procedures for the EEAS of 08 March 2019 and in Annex A I of the Decision ADMIN(2023) 18 on the security rules of the EEAS.

Please note that the necessary procedure for obtaining a PSC can be initiated on request of the employer only, and not by the individual candidate.

In case of failure to obtain or renew the required PSC, the AACC may take the appropriate measures in accordance with Article 3(3) of the Decision ADMIN(2019) 7 on Security Clearance Requirements and Procedures for the EEAS of 08 March 2019.

Successful candidates from the national diplomatic services of the Member States will be required to make a declaration of their commitment to act independently in the public interest and a declaration of any interests which might be considered prejudicial to their independence.

EQUAL OPPORTUNITIES

The EEAS strives to be a dynamic, respectful and inclusive Service. We value the talent and professional excellence of our staff, and are committed to building an organisation where gender equality and the respect of diversity are core values, as set out in the EEAS Mission Statement and the EEAS Agenda for Diversity and Inclusion. The EEAS is committed to achieving gender balance within its workforce and strives to avoid any form of discrimination during this selection procedure, as per Article 1(d) of the SR. We actively welcome applications from all qualified candidates without any discrimination based on any ground. We commit to recruit candidates with the highest standard of ability, efficiency and integrity, carrying out a selection based on merits required for the post and from the broadest possible geographical basis among the EU Member States.

The EEAS is committed to working with people with disabilities in the terms of the SR. If, by virtue of your medical condition or special needs, you require reasonable accommodation for a part or the entirety of this selection process, please send us an email to CCA-SECRETARIAT@eeas.europa.eu. Your request will be treated in strict confidence and no record will be kept. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Article 1(d)(4) of the SR.

All selected candidates are expected to adhere to the Principles of Professional Behaviour of the EEAS, which outline the need for integrity, transparency, respect, professionalism and accountability, and a zero tolerance approach to any form of harassment.

PROCEDURE[9]

The selection procedure will take place in three different and successive steps:

1. Application

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria in order to avoid automatic exclusion from the selection procedure.

[9] Your personal data will be processed in accordance with Regulation (EC) 2018/1725. The privacy statement is available on EEAS webpage: http://eeas.europa.eu/data_protection/rights/index_en.htm

Candidates must apply through the on-line system:

https://eapplication.eeas.europa.eu

To log on to the system, an ECAS (European Commission Authentication Service) password is required; candidates without a password can register to get one through the afore-mentioned link. EU staff members with a professional ECAS account should use that account for their application. A helpdesk facility is available via the "Contact Support" function within the on-line system.

During the on-line application procedure candidates will have to upload their CV and motivation letter (in English or French). Candidates are invited to use the "Europass" CV format (https://europass.cedefop.europa.eu/documents/curriculum-vitae) for their applications.

Candidates from the Member States will, in addition, have to upload a copy of their passport/ID and a recent statement by their Ministry for Foreign Affairs (issued within the past 6 months) confirming their membership of a diplomatic service.

All candidates will have the opportunity to follow the progress of their application through the on-line system.

The closing date for the submission of applications is **14 December 2026 at 12.00 midday** (Brussels' time - CET). Please note that the only way to submit an application is using the on-line system.

As the system may experience peak activity around the deadline, candidates are strongly advised to submit their application as early as possible. Late applications will not be accepted.

For correspondence concerning the selection procedures, please use the following email address: cca-secretariat@eeas.europa.eu .

2. Pre-selection

Pursuant to Article 1(2)(i) of the Decision ADMIN(2023) 25 of the High Representative of the Union for Foreign Affairs and Security Policy, of 10/07/2023, on the Consultative Committee on Appointments to the European External Action Service, the pre-selection will be done by the Consultative Committee on Appointment (CCA), in its secondary composition, according to Article 2(3) of the abovementioned Decision, on the basis of the qualifications and the professional experience described by the candidates in their CVs and motivation letters. The CCA will then produce a shortlist of a limited number of eligible candidates who best meet the selection criteria for the post.

3. Selection

The candidates who have been shortlisted will be invited for an interview so that the CCA can evaluate them objectively and impartially on the basis of their qualifications, professional experience and linguistic skills, as listed in the present vacancy notice. On the basis of a comparative assessment of their merits, the CCA will recommend a shortlist of candidates to the High Representative who, acting as AA/AACC and, if appropriate, after interviewing the candidates, will make the final selection.

Shortlisted candidates will be invited to an Assessment Centre, as appropriate, according to the procedure set out in Article 3 of the Decision ADMIN(2023) 25.

It is recalled, that if the interest of the service so requires, the selection procedures can be terminated at any stage and the post be filled by a transfer in accordance with Article 7 of the SR.

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POST AVAILABLE: Immediately