Vacancy notice 2026- 208 HQ (AD) –Head of Division Civilian Operations Headquarters Office

EEAS Vacancy Notice –

Head of Division Civilian Operations Headquarters Office

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 his mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), 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 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 Civilian Operations Headquarter (MD.CivOpsHQ) is the permanent structure supporting the Civilian Operations Commander (CivOpsCdr). The Civilian Operations Commander is the overall commander at the strategic level of currently 14 civilian CSDP crisis management missions and one Initiative and provides strategic guidance and direction to the Heads of Mission. The Civilian Operations Commander reports directly to the High Representative for Foreign Affairs and Security Policy, and through her to the Council of the EU. Under the political control and strategic direction of the Political and Security Committee and the overall authority of the High Representative, the Civilian Operations Commander ensures the effective planning and conduct of civilian CSDP crisis management operations, and the proper implementation of all mission-related tasks as well as the discharge of the duty of care.

We propose:

The post of Head of the Civilian Operations Headquarters Office ("CivOpsHQ.Office").

Under the direct authority of the Managing Director, the Head of Division exercises the management responsibility for the activities of the Division, is responsible for coordinated support and strategic advice to the MD and DMD, and s/he facilitates internal coordination within CivOpsHQ.

The main responsibilities are as follows:

- manage, organise and coordinate the activities of the Division and its staff members;
- monitor and ensure the timely implementation of goals and tasks assigned to the Division, including under tight schedule;
- motivate, coach and lead a multinational expert team, ensure efficient staff and personnel administration of the Division;
- ensure the development of policies and the coordination and management of the EEAS' overall contribution as regards the multi-annual programming of EU external financing assistance and related-budgetary issues;

– Is responsible for the management of all experts and advisers and facilitates daily support and strategic advice to the MD and DMD CivOpsHQ in the fields of activity of the division (legal, communication, leadership, inspections, etc.).

[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.

- Contribute to the establishment of the work programme of the CivOpsHQ (objectives, outputs, deadlines) and check the quality of the divisions' output.
- Monitor the work of all experts, advisors, and assistants in the Division within their respective areas of activity.
- On behalf of MD or DMD, and at their request, proceed with coordination tasks within the Managing Directorate, and to this aim create temporary task forces or working groups as appropriate, to address specific and cross-cutting issues.
- On behalf of MD or DMD, and at their request, facilitate coordination and information exchange between CivOpsHQ divisions and between CivOpsHQ divisions and other internal and external stakeholders.
- Set clear objectives and define the strategy and policies of the division on the basis of the work program of the CivOpsHQ.
- Lead, programme, organise and coordinate the correct functioning of the division and ensure adequate quality control.
- Allocate tasks / responsibilities to division staff according to their own Job description.
- Contribute to develop, implement and review internal guidelines, SOPs and good practices within the division's remits.
- Exercise managerial responsibility and observe Human Resources procedures for i.a. appraisal, promotion, mobility, underperformance, harassment, disciplinary issues in the division. In this endeavour, the Head of Division should closely coordinate with MD and DMD.
- Supervise and approve within the remits of authority administration procedures for the division, e.g. leave, missions, flexitime, part-time work, training, etc...
- Ensure staff are trained and developed to meet the needs of the division. Monitor and evaluate individual performance.
- Establish and update job descriptions for all jobs in the division.
- Advise / counsel staff concerning career development.
- Contribute to the analysis and definition of the division's policies and strategies for the implementation of the Annual Management Plan (AMP) of the Managing Directorate.
- Upon MD or DMD request, liaise with relevant counterparts on issues relating to the implementation of specific CivOpsHQ policies.
- Contribute to ensure appropriate co-ordination with the European Military Staff and relevant EEAS, European Commission, European Parliament and Council entities, in any aspects pertaining to the Division's remits.
- Upon MD or DMD request, attend relevant EEAS Committees and Council working groups.

This position is classified as a "Head of unit or equivalent" type of post[2] 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 duration of the assignment to the post shall be, in principle, four years.

Legal Basis for the recruitment to this position

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;

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

– 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 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.

The selection procedure is also governed by the rules and conditions enshrined in Decision ADMIN(2024) 19 of the High Representative of the Union for Foreign Affairs and Security Policy of 22/07/2024 on middle management staff.

We look for:

Eligibility Criteria[3]

General

Further to the conditions set out in Article 28 of the SR and Article 12 of the CEOS for temporary agents, candidates must:

1. be an EU official, or a temporary agent to whom Article 2(e) of the CEOS applies, or a member of staff from national diplomatic services of the Member States; members of other national administrations of the member states may also express interest as per the specific eligibility criteria.
2. have the capacity to work in the languages of the CFSP and external relations (English and French), necessary for the performance of their duties. Knowledge of other EU languages would also be an asset;
3. have three years' management experience commensurate with the responsibilities of the post;[4]
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.
5. Without prejudice to exemptions authorised by the Appointing Authority (AA) / Authority Authorised to Conclude Contracts of Employment (AACC) for exceptional and justified reasons, 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.

- 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/assigned to the post in 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").[5] In addition, if they 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] All the eligibility criteria must be met on the closing date for applications for this post.

[4] 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.

[5] '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.

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.**

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

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 for which 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 for which the normal period of university education is at least three years.[6]
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;
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.

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[7].

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

6 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.

7 ADMIN(2023) 24 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

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.

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.

- **POSSIBILITY FOR STAFF MEMBERS OF OTHER NATIONAL SERVICES TO EXPRESS THEIR INTERESTS FOR THE POST**

In case no suitable candidate is found among the candidates being EU officials, coming from the national diplomatic services of the Member States, or being temporary agents to whom Article 2(e) of the CEOS applies, the selection procedure for this post carried out on the basis of Article 29(1) and/or Article 98(1), first subparagraph, of the SR would be deemed unsuccessful. In such situation, profiles of staff members coming from public national administrations of the Member States other than national diplomatic services may be exceptionally considered by the Authority Authorised to Conclude Contracts of Employment.

Given the specific nature of this particular post and the highly specialised profile sought, national servants with such a profile are hereby already invited to express their interest in this position.

These candidates should meet all the general eligibility criteria, as set out above. In addition:

(a) By analogy, they should meet the same specific eligibility criteria than the ones applicable for candidates from the national diplomatic services of the Member States with regard to their level of education and professional experience;

(b) they should be in active employment in their public service of origin at the moment of the application.

(c) they must be able to return to active service with their Member State after the end of their period of service to EEAS.

(d) shall provide a statement issued by the **national diplomatic service/MFA**[8] of their Member State of origin which contains at least the following elements:

- the post for which the candidate applies;
- that the candidate is a staff member in active service in their national administration of origin at the time of their application, either as a government official/civil servant or under a permanent employment relationship with this administration;
- that the national diplomatic service endorses his/her application for the post;
- a guarantee of immediate reinstatement in their national administration of origin after the end of their period of service with the EEAS.

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

If selected for the post, the candidate would be recruited as a Temporary Agent under Article 2(b) of the CEOS.

- **Selection Criteria**

The ideal candidate should:

- have the ability to maintain diplomatic relations and to ensure representation, communication and management in a complex, multicultural environment;

[8] ANNEX II of the "GUIDE TO THE TEMPORARY ENGAGEMENT ON PERMANENT EEAS POSTS OF STAFF SECONDED FROM MEMBER STATES" – Ares(2023)7155701 – 20/10/23

- have a demonstrated capacity to play a leading role in negotiations in the field of external relations, with third country national authorities, international organisations and EU Member States;

- have strong drafting, communication and analytical skills combined with sound political judgement;

- have excellent knowledge of external relations, internal policies and functioning of the Union; and a good knowledge of the EEAS;

Furthermore:

- experience in civilian CSDP notably in CivOpsHQ (or other relevant EEAS departments) and/or in EU CSDP Missions.

- knowledge and/or proven experience in the key areas of crisis management procedures and related legal and/or administrative procedures.

- experience of working in an Embassy, a Delegation (or equivalent in an international organisation) would be an asset.

TYPE AND DURATION OF CONTRACT FOR 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

Brussels (Belgium)

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 Personnel Security Clearance (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(2025)42 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information of 20/11/2025 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 High Representative, in his/her capacity as AA/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.

Candidates must apply through the online 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 aforementioned 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 online system.

In case of connection problems, you can also refer to the complete EU Login user guide:
https://webgate.ec.europa.eu/cas/manuals/EU_Login_Tutorial.pdf

During the online 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 national diplomatic services of 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 online system.

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

[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

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 6 of the Decision ADMIN(2024) 19 of the High Representative of the Union for Foreign Affairs and Security Policy of 22/07/2024 on middle management staff, the pre-selection will be done by a panel appointed by the Director responsible for human resources. The panel shall review the eligibility of candidates and shall then establish a list of those eligible candidates who best meet the selection criteria on the basis of the requirements of the post as set out in this vacancy notice.

3. Selection

The pre-selected candidates shall be invited to an interview by the panel. Based on the performance during the interview, the panel shall establish a shortlist of candidates. Candidates who have been shortlisted will be required to have their management and leadership skills evaluated at an assessment centre, unless they fall within one of the exemptions foreseen in Article 6(4) of the abovementioned Decision. Based on the performance during the interview and, when applicable, taking account of the Assessment Centre results, the panel will establish a final shortlist of candidates, which will be submitted to the AA/AACC for a final selection.

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.

CONTACT: Mr Stefano TOMAT, email: stefano.tomat@eeas.europa.eu

POST AVAILABLE: immediately