Vacancy notice 2026-213 HQ (AD) – Director for Sanctions

EEAS Vacancy Notice –

Director for Sanctions

Type of post "Director"

EU Officials (AD 14 – AD 15) – Candidates from the Member States[1] (AD 14)

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), 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.

Sanctions are a key instrument of the EU's Common Foreign and Security Policy in responding to threats to international peace and security. The EEAS currently maintains 48 EU sanctions regimes aiming at the protection of EU's the Union's international interests and the preservation of international peace, security and the rule of law including respect for human rights. Sanctions in the EEAS are currently organised around a division of 20 people which coordinates and contributes to the design of sanctions, prepares and participates in discussions and negotiations regarding sanctions in the Council working groups, drives the process for the adoption of new measures and ensures the review of the existing EU sanctions regimes. The Division works very closely with many services within the EEAS, the Council and the Commission in pursuing its mandate. A new position of Director for Sanctions is created above the Division.

We propose:

The position of **Director for Sanctions**

Under the overall authority of the Deputy Secretary General for Political Affairs the Director will be responsible for leading the EEAS work on restrictive measures (sanctions) as a core instrument of the CFSP and for providing strategic guidance and day-to-day managerial oversight of the relevant service (s). The Director will provide policy recommendations to the Senior EEAS management and manage resources effectively, ensuring high standards of service delivery and effective implementation of the decisions of the High Representative / Vice-President.

The main tasks of the Director, in close cooperation with the Deputy Secretary General for Political Affairs, are to:

- Lead and oversee the design, development and review of EU sanctions regimes, in view of their consistency, effectiveness and coherence with the geographic and thematic priorities of the CFSP as well as with other instruments and goals of the EU's external action.
- Direct the preparation, coordination, and political steering of sanctions-related proposals including legal acts in the decision-making Council bodies, in coordination with the relevant EEAS and Commission services, the Council Secretariat services, the Presidency and Member States at the appropriate level.
- Lead and ensure the EEAS contribution for the implementation and enforcement of EU restrictive measures, including preventing and addressing their circumvention, through engagement with institutional and international partners, in close coordination with the relevant Commission services.

[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.

- Represent, in all matters related to sanctions and as appropriate, the EEAS in Council preparatory bodies, the European Parliament, in dialogues with third countries and within the framework of international organisations, notably the G7, as well as with think tanks and academia.
- Direct, as appropriate, specific dialogues on EU restrictive measures with partner countries within the framework of the CFSP and ensure adequate messaging and outreach to third countries and international organisations with a view to promoting and enhancing the international effectiveness and credibility of EU sanctions regimes.
- Contribute to the design and delivery of strategic communication on EU sanctions, in close coordination with relevant services, in order to support the EU's wider communication on its external action, in order to enhance clarity and awareness of the EU's sanctions approach, and with a view to countering misrepresentation or disinformation on EU's restrictive measures.
- Exercise managerial responsibility for the relevant division(s) placed under the supervision of the Director, including strategic planning, resource allocation and the promotion of a performance-based work environment.

This position is classified as a "Director" type of post[2] in the grade bracket AD14 – AD15.

If selected for the post, candidates from the national diplomatic services of Member States will be recruited at grade AD14.

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 AD14.

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 (SR) if he or she is an 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 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 14 or at their current grade if it is higher.

We look for:

<u>Eligibility Criteria</u>[3]

- **General**

Further to the conditions set out in Article 28 of the SR for EU officials 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;
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;

[2] According to the Annex I of the Staff Regulations and the relevant EEAS internal rules.
[3] All the eligibility criteria must be met on the closing date for applications for this post.

3. have seven years' management experience commensurate with the responsibilities of the post;[4]
4. have at least 10 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 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 either:
   - AD14 or AD15 and occupying a type of post "Director", or;
   - AD14 and occupying or having occupied a middle management post[5] for at least 2 years, or;
   - AD13 and occupying or having occupied a middle management post or equivalent function for at least 2 years, with at least 2 years seniority in the grade AD13.

   In the event of a successful application, EU officials at AD14 – AD15 will be appointed at the same grade. EU officials at AD13 will be promoted to grade AD14.

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 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

[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] See 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.

[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 "Head of unit or equivalent" in grade AD 13 with 2 years seniority in this grade, who are applying to a "Director" type of post for the first time.

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 15 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.

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.

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

- Have an established track-record of leading a large department/directorate in a national or international/multilateral context, with the capacity to lead and inspire, including in high-pressure situations, and solid managerial and decision-making abilities;

[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.

[8] 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.

- Have an excellent ability to maintain diplomatic relations at senior level and to ensure representation, communication and management in a complex multicultural environment, and in negotiations with Member States, third countries and International Organisations;

- Have an in-depth knowledge and understanding of the EU's external as well as internal policies, its decision-making processes and inter-institutional mechanisms, and key issues relating to the Department's mission statement and multilateral institutions;

- Have a clear understanding of the political situation and challenges in the EU, its Member States, and the wider world, with a good sense for political developments and the ability to implement political orientations swiftly and efficiently;

- Have strong analytical skills combined with sound political judgement, as well as excellent oral and written presentation, communication and negotiation skills;

- Have a strong capacity for strategic thinking, developing policy concepts and prioritising, combined with the ability to formulate effective strategies to communicate those policies;

- Have the ability to create and maintain a strong network of contacts with internal and external stakeholders (including the Commission, Member States, the European Parliament, third countries, International Organisations, NGOs, think tanks and academia);

- Have the ability to put into practice human resources management principles and maintain a strong team spirit, ensuring high performance levels in stressful situations and against tight deadlines.

Experience of working in a Delegation/Embassy (or equivalent in an international organisation) would be a strong 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.

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.

[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 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 they are part of a national 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 **15 December 2026 at 12.00 midday** (CET - Brussels' time). Please note that the only way to submit an application is using the online 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 core composition, 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: 1st of January 2027