

EUROPEAN EXTERNAL ACTION SERVICE



Mr Stavros Lambrinidis
European Union Special Representative
for Human Rights

To: PSC AMBASSADORS

17 December 2012

SUBJECT: CALL FOR CONTRIBUTIONS FOR THE EUROPEAN SPECIAL REPRESENTATIVE TEAM on HUMAN RIGHTS

REFERENCES: COUNCIL DECISION 2012/440/CFSP OF 25 JULY 2012 APPOINTING THE EUROPEAN UNION SPECIAL REPRESENTATIVE ON HUMAN RIGHTS

Dear Ambassador,

I would like to inform you about an opening for a vacancy in my team for a seconded adviser based in Brussels and kindly ask for your assistance in bringing the announcement to the attention of your national authorities.

1. Background

Following the approval of the decision of the Council for appointing Mr. Stavros Lambrinidis as the EUSR on Human Rights, the EUSR kindly invites Member States and EU Institutions to propose qualified seconded candidates for the position listed in Annex 1.

2. Methodology

Member States of the European Union are requested to examine the personal profile and vacancy description to ensure that:

- a) Proposed candidates meet the listed criteria described in the essential requirements and in the specific vacancy descriptions (Annex 1)
- b) Each candidate completes the standard job application form in English (Annex 2). Applications will be considered only when using this form.
- c) Proposed candidates should satisfy in full the criteria set out in the vacancy description.
- d) Applications should be submitted at the earliest convenience, but not later than close of business on **15 January, 2013**
- e) Member States should submit their personnel offers, by e-mail to the following address: EEAS-EUSR-HR@eeas.europa.eu
- f) The selection procedure will take place following receipt of proposals.
- g) Only personnel nominations received through official channels from Member States will be considered.
- h) The candidates considered to be most suitable will be short-listed and interviewed, before the final selection is made. The post will be subject to CV- analysis and interview process. Only short-listed candidates will be contacted. The EUSR will be responsible for the final selection.

- i) In case a candidate for secondment is required to travel to Brussels for interview, the seconding Member State will bear any related costs.
- j) The EUSR on Human Rights will be responsible for notifying Member States of the outcome of the selection process.
- k) Selected person should be ready for deployment as soon as possible.

3. General Information

- (1) The duration of the deployment should be until the end of the mandate of the EUSR, 30th June 2014.
- (2) Member States will bear personnel-related costs, including salaries, allowances, medical expenses, and travel expenses to and from the employment area - Brussels (including home leave).
- (3) The remuneration of personnel seconded by a Member State to the EUSR shall be covered by the Member State concerned respectively and in accordance with the prevailing conditions applied to the CFSP budget. According to Commission Communication C(2009)9502 of 30/11/2009, staff seconded from a Member State shall receive a daily allowance. This amount is EUR127,25 per day.
- (4) The selected candidates will have to be in possession of the necessary level of security clearance (EU SECRET or equivalent). The original certificate of the national security clearance must accompany deployed seconded international experts.
- (5) Member States seconding personnel to the EUSR office are kindly reminded that European Commission rules for Special Advisers specify that the concerned Special Adviser/EUSR is solely responsible for the management of seconded personnel, and that seconding Member States are therefore requested not to instruct seconded personnel to undertake any activity on their behalf for the duration of secondment. Seconded will be required to sign a corresponding 'undertaking' to this effect upon taking up their positions. European Commission rules for Special Advisers also require a certification by Member States who second personnel to the EUSR office that the seconded staff will remain subject throughout the period of secondment to the social security legislation applicable and that the employer will assume expenses incurred abroad.
- (6) A High-Risk Insurance, office space and needed office equipment, incl. communication costs are covered from the EUSR budget.
- (7) The EU strives for improved gender balance in CFSP operations in conformity with UNSCR 1325. The General Secretariat encourages Member States to consider taking this into account when presenting candidates.

Yours sincerely,

Stavros Lambrinidis

EU Special Representative for Human Rights

ANNEXES:

Annex 1: Vacancy description

Annex 2: Application form