

EEAS Vacancy Notice Administrator

Intelligence Analyst

Job n. 167164

We are:

the European External Action Service (EEAS), which supports the work of the High Representative in defining and implementing an effective and coherent foreign policy of the European Union. The EEAS supports her tasks of conducting the EU's Common Foreign and Security Policy and chairing the Foreign Affairs Council. It also supports the High Representative in her capacity as Vice President of the Commission, responsible for external relations within the Commission including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with Member States, the Council and relevant services of the European Commission.

The EU Intelligence Analysis Centre (EU INTCEN) provides intelligence analysis to the High Representative for Foreign Affairs and Security Policy and her staff, as well as to the various decision making bodies of the European Union in the fields of CFSP/CSDP and Counter-Terrorism.

Within the Analysis Division, several Sections are responsible for all source intelligence reporting, on a wide range of topics and countries

We propose:

The position of Intelligence Analyst in the Analysis Division of the EU Intelligence Analysis Centre. We are looking for an experienced and dynamic colleague, whose main tasks will include :

- Compile, process and / or structure data from various sources and prepare them for analytical purposes;
- Draft comprehensive analysis reports and / or updates to existing ones;
- Contribute to maintaining contacts with relevant parts of the EEAS, the General Secretariat of the Council, Member States, the Commission and other international players as appropriate;
- Contacts with EU crisis management missions and personnel deployed as part of EU military or civilian crisis management operations; and
- Provide advice to middle and senior management.

Specific requirement:

- Preparedness to travel occasionally, including to high-risk areas.

We look for:

Eligibility Criteria¹

In accordance with Article 98 of the Staff Regulations (SR)² and in order to meet the needs of the service candidates **must**:

¹ All the eligibility criteria must be met on the closing date for applications to this post.

² http://ec.europa.eu/civil_service/docs/toc100_en.pdf and <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2010:311:0001:0008:EN:PDF>

1. be officials of the EU Institutions, or temporary staff to whom Article 2 (e) of the Conditions of the Employment of Other Servants of the European Union (CEOS)² applies, or staff from national diplomatic services of the Member States;
2. have the capacity to work in languages of CFSP and external relations necessary for the performance of their duties. Knowledge of other EU languages would be an asset.

Also, in order to satisfy the requirements set out in Article 12 of the CEOS, **Member State applicants must:**

1. be nationals of one of the EU Member States;
2. 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.³
3. have gained at least **6 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;
4. have at least **two years'** experience in working in a national administration in one of the Member States.

Furthermore, **EU staff (i.e. EU officials and temporary staff to whom Article 2(e) of the CEOS applies)** applying for this post **must** be officials of one of the grades AD5 to AD14.

Selection Criteria

Applicants should:

- have a high degree of interest in and be well-informed about international affairs in general and EU foreign and common security and defence policy matters in particular;
- have strong analytical skills;
- have sound judgement;
- have a strong sense of personal responsibility;
- be open-minded and flexible;
- be a team player with the ability to work autonomously;
- be IT literate;
- have proven experience in political, intelligence or counter-terrorist analysis.

Furthermore, the knowledge of non-EU languages, particularly Mandarin Chinese, Arabic or Persian, would be an asset.

³ 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.

TYPE AND DURATION OF CONTRACT

If the successful candidate is an EU staff member, s/he will be appointed according to Articles 29.1.(a)(i) and 98.1 of the Staff Regulations and according to the rules on grade set out above.

If the successful candidate is from a national diplomatic service s/he will be offered a contract as temporary agent under Article 2(e) of the CEOS; such contracts have a maximum duration of 4 years. The appointment will be at **AD 07 level**.

In accordance with Article 6(11) of Council Decision 427/2010, each Member State shall provide its officials who have become temporary agents in the EEAS under Article 2(e) of the CEOS with a guarantee of immediate re-instatement at the end of the period of service to the EEAS.

Applicants should note the requirement under the CEOS for all newly engaged temporary staff to complete successfully a six-month probationary period if they take up duty before 1st January 2014.

In accordance with Council Document 11243/1/13 of 27 June 2013, after the entry into force on 1 January 2014 of the changes agreed by the European Parliament and Council to the SR and CEOS, the probationary period will be nine months.

PLACE OF EMPLOYMENT

Brussels, Belgium

SPECIFIC CONDITIONS OF EMPLOYMENT

The successful candidate will be required to undergo security vetting if (s)he does not already hold security clearance to an appropriate level, in accordance with the relevant security provisions.

Successful candidates will be required to act independently in the public interest and to make a declaration of any interests which might be considered prejudicial to their independence, as set out in the Staff Regulation and CEOS.

EQUAL OPPORTUNITIES

The External Action Service applies an equal opportunities policy.

APPLICATION AND SELECTION PROCEDURE⁴

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

1. Application

Candidates may apply for one or more of the posts published in the context of this "2013 Publications HQ - November" exercise.

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 on-line system:

<https://webgate.ec.europa.eu/eapplication/index.cfm>

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 from **08 November**

⁴ Your personal data will be processed in accordance with Regulation (EC) 45/2001, as implemented by decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The privacy statement is available on EEAS zone (<http://webgate.eeas.testa.eu/eeas/eeaszone/?q=node/26247>) and on the EEAS website (http://eeas.europa.eu/data_protection/rights/index_en.htm).

2013 at 12.00 midday (Brussels time). EU staff members with a professional ECAS account should use that account for their application. A helpdesk facility is available by email at EEAS-IT-HELPDESK@eeas.europa.eu.

During the on-line application procedure candidates will have to upload their **CV** and **motivation letter** (in English or French). Candidates from the Member States will, in addition, have to upload a copy of their **passport/ID** and a **recent statement (issued within the past 6 months) from their national diplomatic service supporting their application, in accordance with the relevant provisions of Council Decision 427/2010.**

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

Applications may be made at any point during the period from **08 November to 06 December 2013 at 12.00 midday (Brussels time).** 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 procedure, please use the following email address:

EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu

2. Pre-selection

The selection panel will make a pre-selection on the basis of the qualifications and the professional experience described in the CV and motivation letter, and will 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 selection panel can evaluate them objectively and impartially on the basis of their qualifications, professional experience and linguistic skills, as listed in the present vacancy notice. The selection panel will recommend a shortlist of candidates for a final decision by the relevant Appointing Authority. He/she may decide to interview the candidates on the final shortlist before taking this decision.

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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