

Brussels, 16 April 2015

TO PSC AMBASSADORS

SUBJECT: OFFICE OF THE EUSR FOR THE MIDDLE EAST PEACE PROCESS – CALL FOR SECONDMENTS

ANNEXES:

- 1) TORS FOR TWO SECONDED POLITICAL ADVISER FOR EUSR MIDDLE EAST PEACE PROCESS, JERUSALEM OFFICE.
- 2) TORS FOR ONE SECONDED POLITICAL ADVISER FOR EUSR MIDDLE EAST PEACE PROCESS, BRUSSELS OFFICE.
- 3) TORS FOR ONE INTERNATIONAL ASSISTANT FOR EUSR MIDDLE EAST PEACE PROCESS, JERUSALEM OFFICE.

Dear Ambassadors,

I'm looking to recruit three political advisors and an international assistant to join my team.

One political advisor will be based in Brussels. The two others and the international assistant will be based in Jerusalem. I'm seeking highly motivated, committed and experienced people who are looking for an exciting challenge.

I would kindly ask for your assistance in bringing the announcement to the attention of your national authorities.

I thank you in advance for your cooperation.



Fernando Gentilini, EU Special Representative

for the Middle East Peace Process.

BACKGROUND

The political advisors will assist the EUSR in implementing his mandate in line with the policy objectives of the European Union in the context of the Middle East Peace Process, notably the achievement of a comprehensive peace on the basis of the relevant UN Security Council Resolutions, the Madrid principles, the Roadmap, the agreements previously reached by the parties and the Arab Peace Initiative. The duration of the secondment would follow the mandate of the EUSR.

The international assistant will act as a personal assistant to the EUSR. The duration of the contract would follow the mandate of the EUSR.

METHODOLOGY

POLITICAL ADVISORS

Member States and EU institutions are invited to provide secondment offers as follows:

- a) The personal profiles of the proposed candidates should meet the listed criteria described in the job description (**Annex 1 and 2**);
- b) The closing date for receipt of applications is 12.00 hours on 27th April 2015
- c) Member States and EU institutions should submit their secondment offers/applications by e-mail, to the EUSR, including a CV of the candidate, to the following address:
European Union Special Representative for Middle East Peace Process
Email: fernando.gentilini@ecas.europa.eu
- d) The selection procedure will take place immediately following reception of proposals.
- e) Only personnel nominations received through official channels from Member States and institutions of the European Union will be considered.
- f) The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels or by telephone. The EUSR will be responsible for the final selection.
- g) The EUSR for the Middle East Peace Process will be responsible for notifying Member States of personnel who have been selected.

INTERNATIONAL ASSISTANT

The international assistant will be recruited and **contracted** by the EUSR. It is a full time position.

- a. Members States are kindly asked to publicize this vacancy and the job description (**Annex 3**) in their diplomatic networks;
- b. Only those candidates who meet the eligibility criteria will be considered;
- c. An initial contract under the Belgium/Israeli law is offered until 1st of May 2016 with a possibility of renewal;
- d. The closing date for receipt of applications is 12.00 hours on **27th April 2015**
- e. Applications should be send by e-mail, to the EUSR, including a completed CV, to the following address:
European Union Special Representative for Middle East Peace Process
Email: fernando.gentilini@eeas.europa.eu

GENERAL INFORMATION

- a. The remuneration of personnel seconded by a Member State or an institution of the European Union to the EUSR shall be covered by the Member State or the institution of the European Union 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 does not apply to those seconded from EU institutions.
- b. 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 personnel.
- c. Member States seconding personnel to a 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. Secondees 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 an 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.
- d. A High-Risk Insurance, office space and needed office equipment, incl. communication costs are covered from the EUSR budget.

- e. Nominated personnel should undergo an extensive medical examination, appropriate vaccinations and be certified medically fit for mission duty by a competent authority from the Member State. A copy of this certification must accompany deployed seconded personnel.
- f. Any further information required related to the selection of the seconded experts may be obtained from the EUSR Office, by contacting:
fernando.gentilini@eeas.europa.eu