

Brussels, 1st June 2015

TO PSC AMBASSADORS

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

ANNEX: TORS FOR ONE INTERNATIONAL ASSISTANT FOR EUSR MIDDLE EAST PEACE PROCESS, JERUSALEM OFFICE

Dear Ambassadors,

Following my note dated 16/04/2015, I inform you that I'm launching a new call for contribution for the post of International assistant in my team, based in Jerusalem.

The first procedure of recruitment has not been successful, due to the fact that no candidates met the requirements. Hence, I'm republishing this call with a revised job description.

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.

P/o 

BACKGROUND

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

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**) 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 **8th June 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. 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 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

