

EUROPEAN EXTERNAL ACTION SERVICE



Administration and Finance
Managing Director

Brussels, 02 JUN 2015
EEAS/MDR.C3/EMA/Ares(2015)

To Permanent Representatives of the
Member States of the European Union

Your Excellency,

I am pleased to inform you that we are looking for a national expert (SNE) for a secondment to the Delegation of the European Union to International Organisations in Vienna, within the framework of the Decision of the High Representative of 04.02.2014.

I would be obliged if you could forward the enclosed profile to the various relevant Ministries in order to generate adequate applications.

Applications should be sent only by your Permanent Representation to Division EEAS.MDR.C3 "Selection and Recruitment of Contractual Agents, Seconded National Experts, Junior Experts in Delegations and Trainees". They shall not be sent directly to the Delegation.

Permanent Representations are kindly requested to send applications by e-mail only to:
MDR-C3-END-Delegations@eeas.europa.eu

Candidates shall draft their CV in English or in French in a PDF or Word version, following the European CV form which can be found at the following internet address:
<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

Only applications received in the above-mentioned format by **1 August 2015 at 12.00hrs** will be considered for this call for applications.

Applications will be examined by my services which will organise selection interviews during the course of August 2015.

I would like to invite you to draw the attention of the various relevant Ministries and services in respect of the treatment of personal data and inform them that the EEAS on its side implements data protection rules according to Council Regulation (EC) n° 45/2001. Consequently, possible applicants should be informed that their CV will be circulated to EEAS services which are involved in the selection and management of their possible secondment as well as within Delegations concerned.

I take this opportunity to thank you very much for your cooperation.

Yours faithfully,



PATRICK CHILD

Enclosures:

- Vacancy Notice
- Job description

Copies: Mr Larsson, Director EEAS.MDR.C
 Mr Mellado, Head of Division, EEAS.MDR.C3
 Mr Jonsson, Head of Division EEAS.MD.VI.B.3
 Mrs Zanathy Martin, Head of Delegation Vienna
 Mr Bogensperger, Head of Administration Vienna