

External Rotation 2016
European External Action Service (EEAS)
Head of Section/Political Officer/Policy Officer
Temporary Agent 2(e) / Official

WE ARE

The European Union currently has 139 delegations, eight of which are to international organisations. In all, nearly 1200 officials and about 4100 other staff are currently serving in these delegations.

The work of a Delegation varies from country to country but, in general, covers political matters, trade, press and information, aid management and the external aspects of internal EU policies.

The European External Action Service (EEAS) is **looking for individuals to fill the following posts at the Delegations of the European Union:**

POST N°	COUNTRY CITY	FUNCTION	LCA	POSTING DURATION	TEMPORARY AGENT 2(E) LEVEL POST	OFFICIAL LEVEL POST
152008	African Union, Addis Ababa	Head of Peace and Security Section	30%	3 years	TA AD11	AD05-12
151946	Chad	Head of Political, Press and Information Section	40%	2 years	TA AD09	AD05-12
161273	China	Political Officer	25%	4 years	TA AD07	AD05-12
165377	Eritrea	Head of Political, Press and Information Section	35%	3 years	TA AD07	AD05-12
202182	Guinea Conakry	Head of Political, Press and Information Section	35%	3 years	TA AD09	AD05-12
152240	Haiti	Head of Political, Press and Information Section	40%	3 years	TA AD09	AD05-12
193085	Iraq	Political Officer	40%	2 years	TA AD07	AD05-12
151807	Japan	Head of Press and Information Section	0%	4 years	TA AD09	AD05-12
225317	Libya	Head of Political, Press and Information Section	40%	2 years	TA AD09	AD05-12
151985	Moldova	Head of Political Section	20%	4 years	TA AD09	AD05-12
215348	Nepal	Head of Political, Press and Information Section	30%	3 years	TA AD09	AD05-12
151926	Russia	Head of Press and Information Section	20%	4 years	TA AD09	AD05-12
169009	Saudi Arabia	Head of Political, Trade, Press and Information Section	30%	3 years	TA AD09	AD05-12

POST N°	COUNTRY CITY	FUNCTION	LCA	POSTING DURATION	TEMPORARY AGENT 2(E) LEVEL POST	OFFICIAL LEVEL POST
151748	Serbia	Head of Political, Press and Information Section	0%	4 years	TA AD09	AD05-12
151980	Sudan	Head of Political, Press and Information Section	40%	3 years	TA AD09	AD05-12
152090	UN/Geneva	Head of Political Section (Political and Human Rights)	0%	4 years	TA AD11	AD05-12
169605	UN/Geneva	Political Officer (Human Rights)	0%	4 years	TA AD07	AD05-12
152027	UN/IAEA/OSCE Vienna	Head of Political Section	0%	4 years	TA AD11	AD05-12
186027	UN/New York	Political Officer (Human Rights and Social Issues)	0%	4 years	TA AD07	AD05-12
167431	UN/New York	Political Officer (Political and UNSC Affairs)	0%	4 years	TA AD07	AD05-12
167451	UN/New York	Head of Political and UNSC Affairs Section	0%	4 years	TA AD11	AD05-12

The EU Delegations are placed under the authority of the High Representative of the Union for Foreign Affairs and Security Policy, who is also Vice President of the European Commission.

WE PROPOSE

Under the responsibility of the Head of Delegation, and/or the Head of Political Section or Political, Press and Information (PPI) Section, the individual will assist the Head of Delegation and/or Head of Political or PPI Section in fulfilling his/her mandate.

In particular, he/she will have the following tasks:

- To contribute to the work of the Delegation in the management of the EU Presidency functions, and to represent the Head of Delegation when necessary in his/her absence;
- To pursue the EU's policies in all areas, promote and protect the EU's interests and values, and to promote the visibility of the European Union;
- To ensure bilateral political relations and to carry out and promote regular political dialogue;
- To liaise with local civil society organisations;
- To maintain contacts, exchange information, and chair various EU coordination groups in the implementation of EU policies;
- To monitor, analyse, and report regularly to Headquarters on internal and regional political developments, foreign policy and/or other policy areas of relevance for EU interests, including, inter alia: institutionalised political dialogue where applicable, electoral developments, Human Rights and governance, drug and security related issues, security issues including non-proliferation, terrorism, defence;
- To maintain relations with regional and/or international, organisations present in the host country;
- For Head of Section posts: to manage the work of the Section and effective interaction with other sections in order to ensure that priorities and objectives set by the Head of Delegation are fulfilled;

- For Head of Political and PPI Sections and for Heads of Press and Information Section (PI): to carry out press, information and communication activities and to manage the Press and Information budget in liaison with the Administration Section. Regular qualitative and financial evaluations and reporting to Headquarters;
- To liaise regularly with Headquarters and provide advice as appropriate on policy issues;
- To provide support to visitors from EU institutions;
- To provide briefing dossiers, speeches, statements, press releases and articles, as requested;
- Where applicable: Visa and consular issues;
- Tasks of Deputy Security Officer (security of the Delegation, its staff and coordination with MS on security issues) may be assumed (when the Head of Section or Political Officer is first in line after the Head of Delegation).

Multilateral Delegations have the following tasks in addition to the above:

1) Representation and coordination

- To represent the EU Delegation in International Organisations and conferences ;
- To chair various EU coordination meetings in the implementation of EU policies; based on proper follow-up of EU policies and decision-making process and on adequate liaison with Headquarters to receive input and instructions as required;

2) Relations with third parties

- To maintain relations and regular political dialogue with the UN organisations and agencies and close working relations with EU Member States' missions;
- To ensure close political dialogue with third-country representatives and regional and/or international organisations present in the host country ; to monitor the key stakeholders positions in on-going or planned negotiations; engage in and coordinate EU and Member States' outreach;
- To give presentations on EU policies and activities;

3) Support to Headquarters

- To provide advice as appropriate on policy issues;

For Head of Section posts:

- Contribute to the definition of the section overall strategic objectives, work programme and specific objectives in the Section areas.
- Maintain interactive communication with his / her team, so that staff are informed on all relevant policy and strategic aspects affecting the unit work and get appropriate feedback on their actions.
- Where applicable to assist in the identification for EU cooperation and the setting up of projects in areas of concern; to contribute to the effective management of existing cooperation projects with the UN organisations.
- Take on full responsibility for one or more areas of substantive work within the section

WE LOOK FOR

ELIGIBILITY CRITERIA: (please refer to the “GENERAL RULES FOR THE 2016 ROTATION OF AD POSTS IN THE EU DELEGATIONS – EXTERNAL PUBLICATION”).

SELECTION CRITERIA:

Main criteria by function for all posts

Candidates **should have:**

- a proven ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- a proven capacity to co-ordinate relevant committee and working group meetings with national authorities, international organisations and EU Member States;
- experience and knowledge of the external relations, internal policies, functioning of the Union and of CFSP and CSDP-related issues;
- experience in budgetary and financial management (for PPI Head of Section posts);
- experience in international negotiations (for Head of Political and PPI Section posts);
- strong drafting, communication and analytical skills combined with sound judgement.

Furthermore, the following would be assets:

- experience in working in an Embassy, a Delegation, an international organisation or significant experience of external relations in the field, including CSDP field missions,
- experience in leading and motivating teams and of working in multi-disciplinary and multi-cultural environment (for Head of Section posts);
- experience in international negotiations (for Political Officer posts).

Additional assets to be considered by post:

- good knowledge of the country, its culture, and the region as a whole;
- experience in thematic/horizontal areas of relevance to the Delegation and/or experience on external aspects of internal policies of particular importance in the host country – **see Annex**;
- knowledge of locally spoken languages - **see Annex**.

APPLICATION AND SELECTION PROCEDURE

Please refer to the “**GENERAL RULES FOR THE 2016 ROTATION OF AD POSTS IN THE EU DELEGATIONS – EXTERNAL PUBLICATION**”.

Candidates must apply through the online system:

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

To log on to the system, an ECAS (European Commission Authentication Service) password is required; 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, preferably using the Europass model CV obtainable at <http://europass.cedefop.europa.eu>). Candidates from the diplomatic services of the Member States will, in addition, have to upload a copy of their passport/ID and a recent statement by their Ministry of Foreign Affairs (issued within the past 6 months) confirming their membership of a diplomatic service including the guarantee of reinstatement required by Article 6(11) of **Council Decision 2010/427/EU**¹, **and the Ministry's support for the candidate's application for these posts.**

¹ 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 EEASzone (<http://webgate.eeas.testa.eu/eeas/eeaszone/?q=node/26875>) and on the EEAS website (http://eeas.europa.eu/data_protection/index_en.htm).

Applications may be made at any point during the period from **Wednesday 8 July 2015 until Tuesday 15 September 2015 at midday**, Brussels time. 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 with the EEAS Human Resources Department concerning the selection procedures, please use the following email address: EEAS-AD-NON-MANAGEMENT-ROTATION@eeas.europa.eu.

CONDITIONS OF EMPLOYMENT AND RECRUITMENT

Please refer to the “**GENERAL RULES FOR THE 2016 ROTATION OF AD POSTS IN THE EU DELEGATIONS - EXTERNAL PUBLICATION**”.

PLACE OF EMPLOYMENT (see attached list of vacancies)

JOB AVAILABLE FROM: 1 September 2016

The closing date for the submission of applications is Tuesday 15 September 2015 at midday (CET).

ADDITIONAL ASSETS TO BE CONSIDERED BY POST

COUNTRY / POST	ADDITIONAL ASSETS	USEFUL LOCAL LANGUAGES
AFRICAN UNION, Addis Ababa Head of Peace and Security Section	<ul style="list-style-type: none"> Proven experience of working in/with security-related areas in developing countries, particularly in Africa 	<ul style="list-style-type: none"> Very good knowledge of both English and French
CHAD Head of Political, Press and Information Section	<ul style="list-style-type: none"> Proven experience of working in/with a developing country 	<ul style="list-style-type: none"> Very good knowledge of French
CHINA Political Officer	<ul style="list-style-type: none"> Experience of Chinese domestic or foreign policies Practical experience in political analysis and in transition or reform processes 	<ul style="list-style-type: none"> Mandarin
ERITREA Head of Political, Press and Information Section	<ul style="list-style-type: none"> Proven experience of working in/with a difficult political environment 	<ul style="list-style-type: none"> Italian
GUINEA CONAKRY Head of Political, Press and Information Section	<ul style="list-style-type: none"> Proven experience of working in/with a developing country 	<ul style="list-style-type: none"> Very good knowledge of French
HAITI Head of Political, Press and Information Section	<ul style="list-style-type: none"> Experience of crisis/post-conflict situations Personal resilience among the personal qualities required 	<ul style="list-style-type: none"> Excellent command of French
IRAQ Political Officer	<ul style="list-style-type: none"> Experience of conflict and post-conflict countries 	<ul style="list-style-type: none"> Knowledge of Arabic
JAPAN Head of Press and Information Section	<ul style="list-style-type: none"> Good knowledge of computer tools, web and layout design, including for mobile media applications 	<ul style="list-style-type: none"> Japanese
LIBYA Head of Political, Press and Information Section	<ul style="list-style-type: none"> Experience of working in/with a difficult political and security environment 	<ul style="list-style-type: none"> Knowledge of Arabic
MOLDOVA Head of Political Section	<ul style="list-style-type: none"> Knowledge of the Eastern Partnership policies Experience of conflict prevention/settlement/crisis management 	<ul style="list-style-type: none"> Knowledge of Romanian and Russian

COUNTRY / POST	ADDITIONAL ASSETS	USEFUL LOCAL LANGUAGES
NEPAL Head of Political, Press and Information Section	<ul style="list-style-type: none"> • Knowledge of or experience in EU Development policy • Experience with media including social media such as Facebook, Twitter etc. 	
RUSSIA Head of Press and Information Section	<ul style="list-style-type: none"> • Knowledge of EU policies and communication tools 	<ul style="list-style-type: none"> • Knowledge of Russian
SAUDI ARABIA Head of Political, Trade, Press and Information Section	<ul style="list-style-type: none"> • Experience of working in/with the MENA region and in challenging political environments. 	<ul style="list-style-type: none"> • Knowledge of Arabic
SERBIA Head of Political, Press and Information Section	<ul style="list-style-type: none"> • Knowledge of enlargement and communication policies 	<ul style="list-style-type: none"> • Knowledge of Serbian
SUDAN Head of Political, Press and Information Section	<ul style="list-style-type: none"> • Proven experience of working in/with a difficult political environment 	<ul style="list-style-type: none"> • Knowledge of Arabic
UN/GENEVA Head of Political Section (Political and Human Rights)	<ul style="list-style-type: none"> • Experience of human rights / democracy / rule of law and human rights-related multilateral issues 	
UN/GENEVA Political Officer (Human Rights)	<ul style="list-style-type: none"> • Experience of human rights / democracy / rule of law and human rights-related multilateral issues 	
UN/IAEA/OSCE VIENNA Head of Political Section	<ul style="list-style-type: none"> • Proven experience of working in a multilateral environment 	<ul style="list-style-type: none"> • German
UN/NEW YORK Political Officer (Human Rights and Social Issues)	<ul style="list-style-type: none"> • Experience of human rights / democracy / rule of law and human rights-related multilateral issues 	
UN/NEW YORK Political Officer (Political and UNSC Affairs)	<ul style="list-style-type: none"> • Proven experience of working in a multilateral environment 	
UN/NEW YORK Head of Political and UNSC Affairs Section	<ul style="list-style-type: none"> • Proven experience of working in a multilateral environment 	