

**DEPUTY HEAD OF DELEGATION TO THE UNITED NATIONS, NEW YORK**  
**- EU Staff Members – AD 09-14 LEVEL POST**  
**- Candidates from the Member States – AD 12 LEVEL POST**

**WE ARE**

The European Union currently has 139 delegations, eight of which are to international organisations. In all, more than 1200 officials and 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 an individual to fill the post of **Deputy Head of Delegation of the European Union to the United Nations, New York**, which will become vacant in the context of the 2016 rotation exercise.

The Delegation is 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.

The Deputy Head of Delegation assists the Head of Delegation in all his tasks including the management of all staff (EEAS and Commission: 62 staff, of whom 24 are officials/temporary agents) and financial resources (2014 administrative budget of approximately €7.3m).

The key areas of activity of the Delegation are political matters (including matters related to peace and security, development and human rights), external aspects of internal EU policies and trade-related issues and press and information. The Delegation maintains relations with the UN structures and bodies, the UN Secretariat, as well as New York based agencies, funds and programmes such as UNDP, UN Women, UNICEF and UNFPA, and with UN members and other relevant stakeholders.

**WE PROPOSE**

The Deputy Head of Delegation of the European Union to the United Nations, New York, will provide advice and support to the Head of Delegation in all key areas and represent him in his absence. He/she will assist the Head of Delegation in carrying out the following tasks:

- To ensure efficient overall operation of the Delegation and to ensure implementation and follow-up of key sectoral, thematic and horizontal tasks;
- To provide guidance and support to the administration section as well as on security issues;
- To co-ordinate the Delegation's work across all sections.

- To represent the European Union, as appropriate, to the UN and to ensure the implementation and a high degree of consistency between the different areas of the EU's external actions;
- To pursue the EU's policies and their local coherence in all areas, promote and protect the EU's interests and values, and to promote increased visibility of the EU by carrying out press, information and communication activities;
- To maintain contacts, exchange information and coordinate with Member States represented in New York in the implementation of EU policies and to report regularly to the Headquarters of the EEAS and the Commission as appropriate on all matters covered by his/her mandate and maintain relations with other EU institutions as well as any regional and international organisations in New York;
- To provide advice to the Headquarters of the EEAS and to the Commission as appropriate on policy issues and developments arising within the framework of the EU's relations with the United Nations, UN agencies, funds and programmes and other international organisations based in New York.

## **WE ARE LOOKING FOR**

**ELIGIBILITY CRITERIA:** Please refer to the "General Rules for the 2016 Rotation of AD posts in the EU Delegations (External Publication)".

## **SELECTION CRITERIA:**

Candidates should:

- have an excellent ability to maintain diplomatic relations at a senior level and to ensure representation, communication and management in a complex, multicultural environment;
- have an excellent capacity to play a lead role in negotiations in the field of external relations with national authorities, international organisations and EU Member States;
- have strong communication and analytical skills combined with sound judgement;
- have excellent knowledge of the external relations, internal policies and functioning of the Union;
- have proven experience in and in-depth knowledge of CFSP and CSDP-related issues;
- have proven experience in and in-depth knowledge of the key areas of activity of the Delegation;
- have proven experience in leading and motivating teams, particularly in a multi-disciplinary and multi-cultural environment;

- have good knowledge and/or experience in budgetary, administrative and financial management.

Furthermore,

- experience in working in a Delegation or an Embassy, an international organisation, or significant experience of external relations in the field including CSDP missions;

would be a strong asset.

### **APPLICATION AND SELECTION PROCEDURE**

Please refer to the "General Rules for the 2016 Rotation of AD posts in the EU Delegations (External Publication)".

### **CONDITONS 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**

UNITED STATES OF AMERICA, New York

### **JOB AVAILABLE FROM**

1 September 2016