

EUROPEAN EXTERNAL ACTION SERVICE



DG Budget and Administration
The Director-General

Brussels, **15 JUIN 2016**
EEAS.DG.BA.HR.2/EMA/Ares(2016)

To Permanent Representatives of the
Member States to the European Union

Your Excellency,

I am pleased to inform you that we are looking for a “cost-free” national expert (SNE) for secondment to the Delegation of the European Union in Vienna, pursuant to the Decision of the High Representative of 04.02.2014 establishing the rules applicable to SNEs¹.

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

Permanent Representations are kindly requested to send applications by e-mail to Division EEAS.BA.HR.2 “Selection and Recruitment”:
SNE-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 September 2016 at 12.00 noon** will be considered for this call for applications.

Applications will be examined by my services who will organise selection interviews during the course of September 2016.

Please note that the delivery of a security clearance (minimum level SECRET UE) is a prerequisite for all postings as an SNE to the EEAS.

¹ Decision of the High Representative of 4 February 2014 establishing the rules applicable to National Experts Seconded to the European External Action Service

I would like to invite you to draw the attention of the various relevant Ministries and services to the proper treatment of personal data and inform them that the EEAS 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 the EEAS services involved in the selection and management of their possible secondment, as well as within Delegations concerned.

Thank you very much for your cooperation.

Yours faithfully,



Gianmarco Di Vita

Enclosures:

- Vacancy Notice
- Job description

Copies: Mr Larsson, Director EEAS.BA.HR
Mr Mellado, Head of Division EEAS.BA.HR.2
Mr Jonsson, Head of Division EEAS.GLOBAL.6
Mr Lenoir, Head of Delegation Vienna
Mr Bogensperger, Head of Administration Vienna