

DEPUTY HEAD OF DELEGATION TO LEBANON
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 1100 officials and 4300 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 Lebanon**.

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 the management of all staff (EEAS and Commission: 60 staff, of whom 10 are officials/temporary agents) and its financial resources (2016 administrative budget of approximately €3.8m).

The Delegation plays an essential role in the political dialogue with Lebanon as well as in the implementation of the European Neighbourhood Policy (ENP) and in managing funds, principally under the European Neighbourhood Instrument (ENI). With Lebanon hosting over 1.5 million refugees (Syrians and Palestinians), the EU is a major actor in supporting Lebanon on a wide range of sectors. The EU has already committed more than 800 million EUR in Lebanon since the start of the Syria crisis in 2011 under various instruments. In addition, earlier this year during the Syria London conference, the EU committed to an additional 1 billion for Jordan and Lebanon in 2016/17 based on the agreement of the respective Compacts. The EU-Lebanon Compact is an annex of the new Partnership priorities defined in the framework of the revised Neighbourhood Policy adopted in December 2015 and will be the basis of the bilateral relations.

The key areas of activity of the Delegation are political and security matters (including CT), development and humanitarian assistance, trade and economic matters, migration as well as external aspects of Union policies (climate change, energy, science & technology, transport).

The posting will be for 4 years.

WE PROPOSE

The Deputy Head of Delegation of the European Union to Lebanon will provide advice and support to the Head of Delegation in all key areas and represent her in her

absence. He/she will assist the Head of Delegation in carrying out the following tasks:

- To ensure efficient overall operation of the Delegation in Lebanon and to ensure implementation and follow-up of key sectoral, thematic and horizontal tasks;
- To ensure a well-functioning administration of the delegation, including within the framework of the sub-delegation of powers as authorising officer and on behalf/in substitution of the Head of Delegation; ensure sound contractual and financial management respecting relevant standards, instructions, rules and regulations, more particularly within the framework of the subdelegation of powers of authorising officer received, oversee the preparation of the administrative budget with the Administrative Section and HOD; signature of all procedures related to the implementation of the administrative budget; validation and signature of commitments, de-commitments and payments as AOSD within the ceiling of the operational budget appropriations authorized; visa of AOSD reports on both administrative and operational expenditures (HOD signature); paper signature of contracts and paper visa of evaluation reports of operational expenditures; act as authorising officer by sub-delegation for administrative and operational expenditures;
- To represent the European Union, as appropriate, in Lebanon, to ensure the EU Presidency, and to ensure a high degree of consistency between the different areas of the EU's external actions and between these and its other policies;
- 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 the visibility of the EU by carrying out press, information and communication activities;
- To ensure bilateral relations, notably in the political, security, economic, trade and cooperation fields (including humanitarian), and to carry out and promote regular political dialogue;
- To maintain contacts, exchange information and coordinate with Member States represented in Lebanon 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 Lebanon;
- 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 EU-Lebanon bilateral relations.

WE ARE LOOKING FOR:

ELIGIBILITY CRITERIA¹:

¹ All eligibility criteria must be satisfied on the closing date for applications, except where specified otherwise.

GENERAL

We look for candidates who (in accordance with Article 98 of the Staff Regulations (SR)² and in order to meet the needs of the service) **must**:

- be officials of the EU institutions, temporary staff to whom Article 2(e) of the Conditions of Employment of Other Servants (CEOS)² applies, or staff from diplomatic services of the Member States;
- have the capacity to work in languages of CFSP and external relations necessary for the performance of their duties. Knowledge of other EU languages would also be an asset;
- have proven, pertinent external relations experience of at least 3 years – for staff from diplomatic services this experience must have been gained from working in the diplomatic service of one of the Member States.
- have management experience of at least 2 years at senior level, commensurate with the responsibilities of the post³.

(candidates must use the on-line application form to indicate, at least for the minimum number of years required: (1) title and role of positions with management responsibility held, (2) numbers of staff overseen in these positions, (3) the size of budgets managed, and (4) numbers of hierarchical layers above and below and number of peers).

- SPECIFIC ELIGIBILITY CRITERIA FOR EU OFFICIALS AND TEMPORARY STAFF TO WHOM ARTICLE 2(E) OF THE CEOS APPLIES (“EU STAFF MEMBERS”)

1. Applications from EU staff members in a Delegation and who are not in rotation are not, in principle, eligible and will only be taken into consideration in case of career progression.
2. EU staff members who have completed 2 consecutive postings to Delegations are not eligible, and may apply only in case of career progression. Derogation from this rule may not lead to a consecutive period of service in Delegations of more than 12 years.
3. EU staff members currently in Headquarters who will have completed less than 2 years in Headquarters by the time of taking up duty are not, in principle, eligible, and will only be taken into consideration in case of career progression, and in the case of EU staff members falling within the category of Managers in Mobility.

² <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

³ In their CVs applicants should indicate management experience in terms of: (1) title and role of management positions held, (2) numbers of staff overseen in these positions, (3) the size of budgets managed, and (4) numbers of hierarchical layers above and below and number of peers.

The concept of "career progression" is designed to allow staff to develop within the organisation. Accordingly, in the above 3 paragraphs, it includes for example AD staff members who do not currently hold a middle management post and who are applying for a middle management post, as well as staff who already hold a management post and who are applying for a management post in a more senior category⁴.

4. EU staff members must be either⁵:
 - AD09-14.
 - AD08 and with at least 2 years' seniority at that grade.

In the event of a successful application, EU staff members at AD09-14 will be appointed at their existing grade. EU staff members at AD08 will be promoted to AD09.

SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE MEMBER STATES

Candidates from the diplomatic services of Member States must (in order to satisfy the requirements set out in Article 12 of the CEOS and in order to meet the needs of the service):

1. be nationals of one of the EU Member States;
2. (i) possess a level of education which corresponds to completed university studies, attested by a diploma, when the normal period of university education is four years or more;

or
(ii) possess a level of education which corresponds to completed university studies, attested by a diploma, plus relevant professional experience of at least one year, when the normal period of university education is at least three years;
3. have at least 12 years full-time professional experience. This experience must have been gained after completing university studies of four years, or of three years plus one year relevant professional experience, as set out at point 2 above.

Candidates must indicate their level of education and professional experience on the application form.

4. provide a statement issued by their Ministry of Foreign Affairs confirming their membership of a diplomatic service, as well as mentioning the guarantee of reinstatement of applicants after a possible contract with the EEAS. If candidates are unable to provide this document from their Ministry, their application will be deemed ineligible.

⁴ It is in the interest of the service that EU staff members in a Delegation and who wish to apply for a post on the basis of career progression should have spent at least 2 years on their current post.

⁵ Notwithstanding this criterion, and in order to ensure equality of treatment between candidates from the different statutory sources of EEAS recruitment, the Appointing Authority may, in exceptional and duly justified cases and solely in the interests of the service, decide to accept an application for a post from EU staff members whose grade would otherwise exceed the bracket specified for the post in question. Such decision may only be made within the limits contained in the EEAS establishment plan.

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 Member States;
- have strong communication and analytical skills combined with sound judgement;
- experience in working in a Delegation or an Embassy, an international organisation, or significant experience of external relations in the field including CSDP missions;
- 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 and financial management.
- 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 management of development aid and knowledge of the Aid Effectiveness agenda;

Furthermore,

- good knowledge of the region as a whole; and
- knowledge of Arabic

would be strong assets.

POSTING POLICY

EEAS career development policy places the need for staff to develop a mix of competences at its core, e.g. working in various fields of expertise and responsibilities in the course of a person's career, including postings at Headquarters and Delegations. Therefore, staff members are encouraged to alternate between Delegation and Headquarters postings.

As a matter of policy, applications of individuals who have dual nationality of the host country or whose partner has the nationality of the host country will be considered on a case-by-case basis. The EEAS examines if there could be a conflict of interest and the consequence of a possible refusal by the host country to grant diplomatic immunity to the staff member and or his/her partner and family, as well as possible security risks. The HR Department may ask for additional information from the applicant in this context.

A posting in an EU Delegation is normally for 4 years (except where the post is advertised with a shorter duration). It is in the interests of the service to ensure that staff members in the Delegations are able to complete full postings before reaching the age of retirement. Before taking any final decisions on nominations, the Appointing Authority will ensure on a case-by-case basis, in the light of the SR and CEOS, that the successful candidates will indeed be able to complete the relevant full posting for the post for which they have been selected.

For posts where the living and working conditions are defined as "difficult" and "very difficult" (30%-40% LCA) the posting will be for 3 years (in case of change of LCA during posting, the rule in force on the date of taking up of duty remains applicable).

For non-family postings⁶ the posting is reduced to 2 years, with possible renewals on a yearly basis for a maximum of 2 years.

The EEAS applies an equal opportunities policy.

APPLICATION AND SELECTION PROCEDURE

The procedure will take place in three different and successive steps:

1. Application procedure

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria in order to avoid automatic exclusion from the selection procedure.

Candidates must apply through the on-line system (<https://webgate.ec.europa.eu/eapplication/index.cfm>). To log on to the system, candidates should use their professional ECAS account for their application. A helpdesk facility is available via the "Contact Support" function within the on-line system.

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>).

All candidates will have the opportunity to follow the progress of their application through the on-line system.

⁶ Countries presently designated as "non-family postings": Afghanistan, Central African Republic, Iraq, Libya, South Sudan, Syria, Yemen

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 concerning the selection procedures, please use the following email address: cca-secretariat@eeas.europa.eu

The closing date for applications is 27 September 2016 at 12.00 hours (local time Brussels).

2. Pre-selection

The pre-selection will be done by a panel on the basis of the qualifications and the professional experience described in the CV and in the motivation letter and will produce a shortlist of a limited number of eligible candidates who in its opinion best meet the selection criteria for the post.

3. Selection

The candidates who have been shortlisted will be invited for an interview so that the selection panel can evaluate them objectively and impartially on the basis of their qualifications, professional experience and linguistic skills, as listed in this vacancy notice.

The selection panel will recommend a shortlist of candidates for a final decision by the relevant Appointing Authority. He/she may decide to interview the candidates on the final shortlist before taking this decision.

The EEAS applies an equal opportunities policy.

CONDITIONS OF EMPLOYMENT AND RECRUITMENT

The relevant provisions of the SR and CEOS apply to an appointment on the basis of this vacancy notice.

In particular, the successful candidates will be employed by the EEAS on one of the following bases:

Either

- EU **staff members** will be appointed to the post for four years;

or

- Candidates from the **Member States** will be offered a temporary contract under Article 2(e) of the CEOS. Such contracts will be for a maximum of 4 years; the exact length of the contract will depend on the actual contract start date as their expiry will as far as possible be aligned to the usual date of rotation of posts in the Delegations (currently 31 August each year). The salary and conditions of appointment will be those laid down in the CEOS for temporary agents of the relevant grade, completed by the provisions of Annex X SR applicable to temporary agents posted outside the EU.

All newly engaged temporary staff is required to complete successfully a probationary period of 9 months. A management probationary period of the same duration is also required.

Successful candidates must undergo a medical examination to ensure that they are physically fit to perform their duties.

Candidates are deemed to be fully aware of the local living conditions, including information concerning the accommodation provided, before applying, notably that this is a non-family posting. Individual post reports are available from EEAS.BA.HR.6 (RIGHTS-AND-OBLIGATIONS@eeas.europa.eu).

Candidates should also ensure that they are fully aware of the revised provisions of Annex X SR, as well as the relevant security provisions, especially with regard to security clearance, and, if need be, any other security measures to be taken such as the HEAT training compulsory before taking up duty in the most difficult places of posting. The list of posts where HEAT training is compulsory can be obtained by email from BA-IBS-2@eeas.europa.eu or, for EEAS Staff, on EEAS Zone under "Security culture – Security training".

Candidates must be able to work in a different socio-cultural environment and to adapt quickly to evolving situations.

PLACE OF EMPLOYMENT

LEBANON; Beirut

JOB AVAILABLE FROM

16 October 2016