

EEAS Vacancy Notice Administrator

Administrator – Policy Officer for PSC

(EU Staff Members: AD5-12/ Candidates from Member States: AD05)

Job n. 259002

We are:

The European External Action Service (EEAS), which supports the work of the High Representative in defining and implementing an effective and coherent EU foreign policy. The EEAS supports her tasks of conducting the EU's Common Foreign and Security Policy and chairing the Foreign Affairs Council. It also supports the High Representative in her capacity as Vice President of the Commission with regard to her responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with Member States, the Council and relevant services of the European Commission.

The Political and Security Committee (PSC) / European Correspondents Division has the following main tasks: it supports directly the PSC Chair in his/her chairmanship functions, coordinates the preparation of and the follow-up to the PSC meetings and ensures smooth communication and coordination with Member States, other Working Group Chairs, the European Commission and the Council Secretariat. It liaises with the European Correspondents network and supports the Political Director/Deputy Secretary General in his/her work, including Political Dialogues and Political Directors' meetings. It acts as the main focal point on the EU Special Representatives (EUSRs) file within the EEAS. With 14 staff members, the Division is embedded in the Political Affairs Department, which is the main vehicle for political steering and coordination within the EEAS.

We propose:

The position of PSC Policy Officer

Under the supervision of the Head of Division, the successful candidate will be responsible for organising and preparing the meetings of the PSC, in close coordination with concerned EEAS services, other EU Institutions and Member States.

His/her main duties will be:

- To act as a focal point in the PSC team for EEAS services and Working Group Chairs for a specific geographical area and thematic issues;
- To be the early warning focal point for issues that will have to be considered for the agenda;
- To liaise with Services in the preparation of annotated agendas, associated documents, briefings and advice on handling and conclusions for the PSC Chair;
- To adjust briefings in view of preparations and advice;
- To ensure appropriate reporting for the items s/he covers items on the agenda and to ensure follow-up of decisions made in the Committee.

Eligibility Criteria¹

In accordance with Article 98 of the Staff Regulations (SR) and in order to meet the needs of the service candidates **must:**

1. be officials of the EU Institutions, or temporary staff to whom Article 2 (e) of the Conditions of the Employment of Other Servants of the European Union (CEOS)² applies or staff from national diplomatic services of the Member States;

¹ All the eligibility criteria must be met on the closing date for applications to this post.

2. 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 be an asset;
3. have at least 1 year's proven, pertinent external relations experience - for staff from national diplomatic services this experience must have been gained from working in a diplomatic service of one of the Member States.

Also, in order to satisfy the requirements set out in Article 12 of the CEOS, Member State applicants must:

4. be nationals of one of the EU Member States;
5. Possess a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is at least three years.
6. have gained **at least 1 year's full time professional experience**. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience.

Furthermore, in order to be eligible, **EU staff members** must be in one of the grades **AD5 to AD12** and have the Type of post of the person "ADMINISTRATOR" (AD5-AD7) or "PRINCIPAL ADMINISTRATOR" (AD8-AD12), or they must be AST officials who have successfully passed the certification procedure.

EEAS staff whose Type of Post of the Person is "Senior administrator in transition" (AD14) and "Principal administrator in transition" (AD13) can also show their interest for this job. If selected, she/he will be transferred in the interest of the service. This transfer in the interest of the service will not modify the Type of Post of the Person. Transfers in the interest of the service under Article 7 SR are only possible within the same Institution, therefore EU officials AD13 and AD14 from other Institutions are not eligible.

Applications from officials currently serving in a Delegation are, in principle, not eligible and may only be considered in the interest of the service or in case of career progression.

In the above paragraph, "career progression" includes AST staff members who have successfully completed the certification procedure and who are applying for their first AD post.

Competition laureates may express their interest for this job, provided that they meet the eligibility requirements set out at points 2 and 3 above. Their candidatures will be considered only in the event that no suitable candidate can be found among EEAS staff, EU officials or staff from diplomatic services of Member States. Should a competition laureate be selected for this job, she/he will be subject to the same obligations of mobility as other EEAS staff members.

SELECTION CRITERIA:

Candidates should:

- have experience and knowledge of CFSP, CSDP and other external relations' policies, and of the role of the PSC and Council Working Groups in this respect;
- a very good understanding of the EEAS and of the internal and inter-institutional procedures and in-depth knowledge of EU decision-making processes;
- have an excellent ability to maintain diplomatic relations, and to ensure representation, communication in a complex, multicultural environment;

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

- have an excellent capacity to create constructive working relations with and to command the respect of national authorities, international organisations and EU Member States representatives;
- have strong drafting, communication and analytical skills combined with sound judgement;
- have an excellent knowledge of both French and English.

Furthermore:

- experience of working in an Embassy, a Delegation (or equivalent in an international organisation);
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- a strong sense of organisation and experience in policy coordination work;
- experience of negotiations;

would be strong assets.

TYPE AND DURATION OF CONTRACT

If the successful candidate is an EU staff member, s/he will be appointed according to Articles 29.1.(a)(i) or (ii) and 98.1 of the Staff Regulations and according to the rules on grade set out above.

If the successful candidate is from a national diplomatic service s/he will be offered a contract as temporary agent under Article 2(e) of the CEOS; such contracts have a maximum duration of 4 years. The appointment will be at **AD 5 level**³.

In accordance with Article 6(11) of Council Decision 427/2010, each Member State shall provide its officials who have become temporary agents in the EEAS under Article 2(e) of the CEOS with a guarantee of immediate re-instatement at the end of the period of service to the EEAS.

All newly engaged temporary staff members are required to complete successfully a probationary period of 9 months.

PLACE OF EMPLOYMENT

Brussels, Belgium

SPECIFIC CONDITIONS OF EMPLOYMENT

The successful candidate will be required to undergo security vetting if (s)he does not already hold security clearance to an appropriate level, in accordance with the relevant security provisions.

Successful candidates will be required to act independently in the public interest and to make a declaration of any interests which might be considered prejudicial to their independence, as set out in the Staff Regulation and CEOS.

EQUAL OPPORTUNITIES

The External Action Service applies an equal opportunities policy.

³ The basic salaries offered by the EU institutions are set out in Article 66 of the Staff Regulations. The current level, set out in Regulation n° 423/2014 of the European Parliament and of the Council, can be accessed via the link <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014R0423&from=EN>

APPLICATION AND SELECTION PROCEDURE⁴

Mobility is a fundamental part of EEAS human resources policies, and is required by the EEAS Council Decision. Candidates should be aware that, accordingly, it is not generally in the interests of the service for EEAS Staff Members to apply for jobs which are essentially the same or similar to their current post.

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

1. Application

Candidates may apply for one or more of the posts published in the context of this ""2017/01 - HQ (AD) Publication – "Policy Officer PSC" – POL.PSC.1 Division"" exercise.

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, an ECAS (European Commission Authentication Service) password is required; candidates without a password can register to get one through the afore-mentioned link from **9 January 2017**. EEAS staff members with a professional ECAS account should use that 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).

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

Applications may be made at any point during the period from **9 January to 23 January 2017 at 17h00 (Brussels time)**. Please note that the only way to submit an application is using the on-line system.

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 procedure, please use the following email address:

EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu

2. Pre-selection

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

⁴ 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 EEAS zone (<http://webgate.eeas.testa.eu/eeas/eeaszone/?q=node/26247>) and on the EEAS website (http://eeas.europa.eu/data_protection/rights/index_en.htm).

3. Selection

The candidates who have been pre-selected 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 the present 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.

It is recalled, that if the interest of the service so requires, the selection procedures can be terminated at any stage and the post be filled by a transfer in accordance with Article 7 of the SR.

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