

**EEAS Vacancy Notice**

**Administrator  
Energy Diplomacy Coordinator - Division GLOBAL.2 "Economic and Global Issues"**

**(EU Staff Members: AD5-12/ Candidates from Member States: AD07)**

**Job n. 255389**

**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 Division 'Economic and Global Issues - GLOBAL.2' ensures that the EU's foreign and security policy is equipped to tackle pressing global challenges which are essential to peace, security and prosperity. We are the focal point within the EEAS for policymaking, guidance and information on economic issues, energy, culture, climate and environment. Our overriding objective is to improve the integration of these subjects – all of which link European values inextricably with European interests – into the EU's relations with countries, regions and multilateral bodies worldwide. Aiming to ensure maximum coherence between internal and external policies, and serving as a point of interface between the EEAS and Commission services, our mission is directly guided by the EU Global Strategy.

**We offer:**

The position of Energy Diplomacy Coordinator;

we are seeking a dynamic and motivated official to join our division and coordinate the energy diplomacy engagement of the EEAS in close cooperation with relevant Commission services and EU Member States. The role entails extensive analysis, policy planning and management of internal and external networks.

Core responsibilities:

- Coordinate the implementation of the EU Energy Diplomacy Council Conclusions and Energy Diplomacy Action Plan.
- Manage the EEAS internal Energy Diplomacy Network, the EU Member States Energy Diplomacy Experts group and relations with relevant Commission services.
- Represent the EEAS in appropriate Council bodies, and serve as a contact point for Member State representatives on energy.
- Represent the EEAS, as requested, in relevant multilateral fora and bilateral energy dialogues.
- Uphold relations with relevant think-tanks, civil society and industry.

*In view of the related responsibilities of the Division*

- Coordinate EEAS engagement on nuclear safety. Lead strategic planning on relevant external financial instruments, liaise with relevant Commission services and coordinate necessary diplomatic outreach.

The position requires close work with a team of colleagues in the Division responsible for related fields such as climate change, environment, and water diplomacy among others; and involves cross-cutting work both on a systematic issues and specific projects.

## We look for:

### Eligibility Criteria<sup>1</sup>

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)<sup>2</sup> applies or staff from national diplomatic services of the Member States;
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 2 years' 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
  - a. which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, OR
  - b. which corresponds to completed university studies attested by a diploma and relevant professional experience of at least one year when the normal period of university education is at least three years.<sup>3</sup>
6. have gained **at least 6 years' 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 who are **not** in the rotation list are not eligible. Considering the possible impact of an early departure, those in rotation will only be considered in the interest of the service.

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.

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

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

<sup>3</sup> The minimum of one year of professional experience required under (b) counts as an integral part of the above qualification and cannot be included in the professional experience required under point 3.

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:**

- an excellent ability to maintain diplomatic relations and to ensure representation, proven experience in negotiations would be a strong asset;
- an excellent capacity to create constructive working relations with national authorities, international organisations and EU Member States;
- strong drafting, communication and analytical skills combined with sound judgement;
- excellent knowledge of external relations, internal policies and functioning of the Union;
- experience of working in, and an understanding of communication in a multi-disciplinary and multi-cultural environment;
- experience in energy diplomacy, knowledge and understanding of global energy diplomacy challenges and initiatives;
- experience in, and knowledge of, key global and regional institutions and fora of energy governance;
- sound knowledge of the EU's decision making process and understanding of EU's role and status in relevant international bodies and fora;
- capacity to play a lead role in developing EEAS/EU policies and initiatives, establishing sound and pragmatic internal coordination within the EEAS Headquarters and Delegations, with the Commission services, and be able to forge the necessary support in other Institutions;
- strong analytical skills and ability to identify political priorities;

Furthermore:

- understanding of international energy markets and related economic developments;
- sound knowledge of EU energy policy, and current EU and Member State energy challenges and initiatives;
- an understanding of energy relevant climate change and environmental challenges and processes;
- an understanding of EU nuclear policy and global nuclear safety challenges would be an asset;
- experience of working in an Embassy, a Delegation (or equivalent in an international organisation);
- fluent in English, knowledge of other EU working languages.

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 7 level<sup>4</sup>.

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.

## **APPLICATION AND SELECTION PROCEDURE<sup>5</sup>**

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 "2017/33 - HQ (AD) Publications – **Administrator Energy Diplomacy Coordinator - Division GLOBAL.2 "Economic and Global Issues** – GLOBAL.2" 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:

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<sup>4</sup> 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>

<sup>5</sup> 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](http://eeas.europa.eu/data_protection/rights/index_en.htm)).

<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 **7 February 2017**. EU 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). Candidates from the Member States will, in addition, have to upload a copy of their **passport/ID** and a **statement by their Ministry for Foreign Affairs** confirming their membership of a diplomatic service and the Ministry's support for the candidate's application for this post.

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 **7 February 2017 to 22 February 2017 12.00 midday (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](mailto: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.

## 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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