

**EEAS Vacancy Notice Administrator
Administrator**

(EU Staff Members: AD5-AD07/Candidates from Member States: AD05)

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.

We propose:

Six (6) administrators' positions within the European External Action Service. The successful candidates will be assigned to different geographical/thematic services of the EEAS depending on the needs of the service. The selected candidates will provide advice and support to a desk officer and/or a manager. In the initial period and in order to ensure a high level of exposure to different areas of expertise of the EEAS (multilateral, geographic, CSDP missions, etc.), the selected candidates will be moved between several EEAS services. After an initial period of service at the EEAS HQ, an assignment in an EU Delegation can be foreseen.

We look for:

Dynamic, proactive and highly motivated colleagues with an external relations background. The ideal candidate will be recruited as entry-level official/temporary agent in order to work within a team with experienced colleagues. A high degree of flexibility, enthusiasm and sense of service will be very important to ensure that the new administrators are able to adapt rapidly to different challenges within the different EEAS divisions. Very good communication and organisational skills are strong assets.

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;
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 one 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.

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

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

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

1. be nationals of one of the EU Member States;
2. 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 3 years.
3. have gained **at least one year's full time professional experience**. This experience must have been gained after obtaining the 4-year diploma or after obtaining the 3-year diploma and an additional one year's relevant professional experience.

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

Applications from officials currently serving in a Delegation who are **not** in rotation are not eligible. Considering the possible impact of an early departure, those in rotation will only be considered in the interest of the service.

Competition laureates may express their interest for this job, provided that they meet the eligibility requirements set out at points 2 and 3 above.

SELECTION CRITERIA:

Candidates should:

- have experience in diplomatic relations and EU foreign policy;
- have experience in representation and communication about the EU in a complex, multicultural environment;
- have capacity to develop working relations in the field of external relations with national authorities, international organisations and EU Member States;
- have drafting, communication and analytical skills combined with sound judgement;
- have knowledge of external relations (including CFSP and CSDP-related issues), internal policies and functioning of the Union.

Furthermore:

- experience of working in an Embassy, a Delegation or in an international organisation;
- knowledge of Russian, Arabic, Chinese or other non EU languages;

will be an asset.

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.

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>

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 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 3 different and successive steps:

1. Application

Candidates may apply for one or more of the posts published in the context of this "2017/34 - HQ (AD) Publications – Administrator" 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 EU LOGIN is required; candidates without a password can register to get one through the afore-mentioned link from **8 February 2017**. EU staff members with a professional EU LOGIN 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). **The motivation letter will be particularly**

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).

important for candidates who are not already working at the EEAS. Candidates are expected to explain the reasons why they would like to work for the EEAS and how they are ready to be flexible and adaptable.

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 **8 February 2017 to 22 February 2017 at 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

2. Pre-selection

The selection panel will make a pre-selection on the basis of the qualifications; the professional experience described in the CV **as well as the 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 may be invited for an interview so that the selection panel can evaluate them objectively and impartially on the basis of their qualifications, experience, linguistic skills, motivation and professional attitude 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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