

EEAS Vacancy Notice Administrator

Administrator – Chair of the Mashreq-Maghreb Working Group (MaMa)

(EU Staff Members: AD9-14/ Candidates from Member States: AD11)

Job n. 178260

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 Middle East and North Africa Department is an integral part of the EEAS and supports the High Representative in defining and implementing the EU policy in the region.

We propose:

The position of Chair of the Mashreq-Maghreb Working Group (MaMa).

On behalf of the High Representative the Chair shall ensure the smooth running of the MaMa working group in accordance with the Council rules of procedure and the mandate of the Group. MAMA is the Council working party responsible for EU relations with the countries in the Maghreb (Morocco, Algeria, Tunisia, Libya, Western Sahara), the Mashreq (Egypt, Israel, Palestine, Jordan, Lebanon, Syria) and the Middle East Peace Process, the Union for the Mediterranean, the European Neighbourhood Policy in the south and relations with the Arab League. In these areas MaMa prepares discussions, decisions and declarations at higher level (PSC, Coreper, Foreign Affairs Council), contributes to the definition of EU policies, strategies and positions and monitors their implementation. MaMa is also an important forum for sharing information between the Member States and assessing developments in its area of responsibility. The Council Working Group on the Middle East Process (COMEP) also contributes to this area.

The two Chairs of the MaMa working party have the responsibility for the good management of the Working Party's work and contribute to policy definition and implementation of relations with North Africa, Middle East, Arabian Peninsula, Iran and Iraq. This includes preparations of discussions and decisions of PSC, Coreper and Council. He/she will be an integral part of the Middle East and North Africa Department, under the authority of the Managing Director. He/she will also work under the guidance of the Chair of the Political and Security Committee (PSC) as concerns the planning, processing and substance of dossiers going through the PSC and Coreper/Foreign Affairs Council.

The successful candidate will work in close cooperation with all colleagues in the Middle East and North Africa Department, as well as with other relevant departments, the EU Delegations and institutions as required.

We look for:

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 three 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.³
6. have gained **at least 10 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, EU officials and temporary staff to whom article 2(e) of the CEOS applies ("EU staff members") must be of one of the grades AD 09 to AD 14, or an AST official at grade AST09 to AST11 and who has successfully completed the certification procedure, or an EEAS staff member at grade AD 08 and with at least 2 years seniority at that grade.

In the event of a successful application, EU staff members at AD 09-14 will be appointed at their existing grade. EEAS staff members at AD 08 will be promoted to AD 09.

SELECTION CRITERIA:

Candidates should:

- have an excellent ability to maintain diplomatic relations and to ensure representation, communication and management in a complex, multicultural environment;
- have an excellent capacity to lead negotiations and to create constructive working relations with national authorities, and international organisations;
- have strong drafting, communication and analytical skills combined with sound judgement;

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>

³ 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.

- have excellent knowledge of external relations, internal policies and functioning of the Union;
- have experience and knowledge of CFSP and CSDP-related issues;
- have knowledge and/or proven experience in the key areas of MaMa;
- have experience and knowledge of the work of Council Working groups;
- have the experience and personal qualities so as to command the confidence of MaMa.

Furthermore:

- experience of working in an Embassy, a Delegation (or equivalent in an international organisation); and
- experience of working in a team in multi-disciplinary and multi-cultural environment;

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 11 level⁴.

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.

⁴ 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 PROCEDURE⁵

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 "2017/70 – HQ (AD) Chair of the Mashreq-Maghreb Working Group (MaMa) – MENA" 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 **1 June 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 **1 June 2017 to 21 June 2017 at 18.00 (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.

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

⁵ 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).

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.

CONTACT: Mr Nick Westcott

Tel: +32 (0) 2 584 8157 **Email:** benoit.chapas@eeas.europa.eu