

EEAS Vacancy Notice
Director Human Resources
EU Staff Members – AD14 – 15 Level post
Candidates from the Member States – AD 14 Level post

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 mission of the Directorate General for Budget and Administration is to support the functioning and the development of the EEAS, in Headquarters and in the EU Delegations, by providing appropriate financial and human resources, logistic infrastructure and an effective security regime. Its global objective is to respond to the EEAS' evolving needs and to ensure that the Service is in the best possible conditions to fulfil its political priorities within the available resources.

We propose:

The position of Director Human Resources in the Directorate General for Budget and Administration.

The Human Resources Directorate of the EEAS manages all EEAS staff in Headquarters and in EU Delegations from recruitment to career management, including rights and obligations, of all categories of staff: officials, temporary agents, contract agents, local agents, seconded national experts, trainees. Its aim is to provide a well-designed personnel policy to ensure the EEAS has the best suited and motivated staff to support the objectives and challenges of the institution as well as to ensure that the EEAS remains an attractive employer for all categories of staff.

Working under the authority of the Director General for Budget and Administration, the Director will be responsible for providing strategic guidance to and for day-to-day management of the Human Resources Directorate. The Director will define the priorities of the Directorate and manage its resources effectively, ensuring high standards of service delivery.

The main tasks of the Director are to:

- establish, implement and monitor the EEAS human resources policies;
- enhance the efficiency and effectiveness of the EEAS human resources management;
- manage the selection and recruitment procedures for all EEAS staff, as well as their rights and obligations;
- promote the development of the corporate culture of the EEAS, including through appropriate career development, training policies and ensuring equal opportunities;

- interact with Member States in relation to the management of the population of Member State diplomats in the EEAS
- coordinate, where relevant, with the other EU institutions

The post is graded at AD 14-15 level.

We look for:

Selection criteria:

Applicants who:

- Have an established track record of leading a department/directorate in an international/multilateral context, with the capacity to lead and inspire, including in high-pressure situations, and have solid managerial and decision-making abilities;
- Have an excellent ability to maintain diplomatic relations at a senior level and to ensure representation, communication and coordination in a complex multicultural environment;
- Have an excellent capacity to play a lead role in negotiations with national authorities, international organisations and member states;
- Have an established track record in managing human and financial resources at a senior level; knowledge of EU budgetary, administrative and human resource policies would be an asset;
- Have the ability to create and maintain a strong network of contacts with internal and external stakeholders (including Member States and the European Parliament);
- Have strong communication and analytical skills combined with sound judgement, as well as excellent oral and written presentation, communication and negotiation skills;
- Have an in-depth knowledge and understanding of the EU's external, as well as internal policies and instruments including development policies, and its decision-making processes;
- Have a strong capacity for strategic thinking, developing policy concepts and prioritising, combined with the ability to formulate effective strategies to communicate those policies;

Eligibility Criteria¹:

In accordance with Article 98 of the Staff Regulations (SR)² and in order to meet the needs of the service, candidates **must**:

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

¹ All eligibility criteria must be satisfied on the closing date for this application, except if specified otherwise

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

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 proven, pertinent external relations experience of at least 4 years – for staff from diplomatic services this experience must have been gained from working in the diplomatic service of one of the Member States
4. have management experience of at least 5 years at senior level, commensurate with the responsibilities of the post³.

In order to satisfy the requirements set out in Article 12 of the Conditions of the Employment of Other Servants of the European Communities (CEOS), **Member State applicants** must also:

1. be a national of one of the EU Member States;
2. 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 appropriate professional experience of at least one year when the normal period of university education is at least three years.⁴
3. have gained at least 15 years' full time professional experience. This experience must have been gained after completing university studies of 4 years or of 3 years plus one year relevant professional experience; and
4. be senior officials in the diplomatic service of one of the EU Member States.

In addition, Member States applicants, must also provide a statement issued by their Ministry of Foreign Affairs confirming their membership of a diplomatic service, and mentioning the guarantee of after a possible contract with the EEAS. If candidates are unable to provide this document from their Ministry, their application will be deemed ineligible.

Furthermore **EU staff members** (i.e. EU officials, and temporary staff to whom Article 2(e) of the CEOS applies) must be either:

- AD14 or AD15 and occupying a post at the level of Director or equivalent function, or;
- AD14 and occupying or having occupied a middle management post for at least 2 years, or;
- AD13 and occupying or having occupied a middle management post for at least 2 years, with at least 2 years seniority at AD13.

APPOINTMENT OF EU STAFF MEMBERS

In the event of a successful application, EU staff members at AD14 or AD15 will be appointed at the same grade while EU staff members at AD13 will be promoted to AD14, all under Article 29(1) (a) point (i) or (iii), and Article 98.1 of the Staff Regulations.

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.

⁴ 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.

TYPE AND DURATION OF CONTRACT FOR NEW TEMPORARY AGENTS

If the successful candidate is from a national diplomatic service and subject to successfully undergoing a medical examination to ensure that s/he is physically fit to perform her/his duties, s/he will be offered a temporary contract under Article 2(e) of the CEOS. Such contracts may not exceed 4 years in duration; their expiry will as far as possible be aligned to the usual date of mobility at Headquarters (currently 31 August each year). The salary and conditions of appointment will be those laid down in the CEOS for temporary agents of AD14.

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

PLACE OF EMPLOYMENT

Brussels (Belgium)

The post is available as of 16 February 2018.

SPECIFIC CONDITIONS OF EMPLOYMENT

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

Successful candidates from the Member States will be required to make a declaration of their commitment to act independently in the public interest and a declaration of any interests which might be considered prejudicial to their independence.

EQUAL OPPORTUNITIES

The European External Action Service applies an equal opportunities policy.

PROCEDURE⁵

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

1. Application

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>.

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).

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. 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 **recent statement by their Ministry for Foreign Affairs (issued within the past 6 months)** confirming their membership of a diplomatic service and guaranteeing their immediate re-instatement at the end of the period of service to the EEAS.

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 **11 December 2017 to 9 January 2018 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 procedures, please use the following email address: cca-secretariat@eeas.europa.eu.

2. Pre-selection

The pre-selection will be done by a panel (the Consultative Committee on Appointments) 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 shortlisted will be invited for an interview so that the selection panel (the Consultative Committee on Appointments) 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 to the High Representative, who will make the final selection.

Shortlisted candidates might be invited to an Assessment Centre.

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 Staff Regulations.

CONTACT

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