

**Vacancy notice 2018/143 – HQ (AD)**

**EEAS Vacancy Notice Administrator**

**Chair of the Working Party on Conventional Arms Exports (COARM)**

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

**Job n. 268169**

**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 "Disarmament, Non-proliferation and Arms Export Control" (SECPOL.1) is part of the EEAS Security Policy Directorate (SECPOL) and is responsible for the development, coordination and implementation of the EU policies in the areas of disarmament, non-proliferation and arms export control, covering weapons of mass destruction and their delivery vehicles, conventional weapons, small arms and light weapons, as well as arms control issues in outer space. Our work supports a rules-based international order and effective multilateralism, in particular through the universalization and effective implementation of relevant international treaties and instruments and through new initiatives.

**We propose:**

The position of policy officer/Chair of the Working Party on Conventional Arms Exports (COARM).

On behalf of the HR/VP, s/he shall ensure the smooth running of the COARM in accordance with the Council rules of procedure and the mandate of the Working Party. COARM is the Council working party responsible for promoting the convergence of Member States' export control policies in line with the overarching objective of EU Common Position 2008/994/CFSP on the control of arms exports. In this regard, COARM addresses issues relating to the implementation of the EU Common Position, promotes information-sharing on specific destinations and is in charge of the maintenance of the EU denials database. Regarding transparency and related measures mandated by the EU Common Position, COARM adopts every year a comprehensive EU annual report on arms exports informing through a common methodology and statistical nomenclature on the destinations and values of arms exports authorised by EU Member States. COARM is also in charge of EU coordination on issues related to the Arms Trade Treaty (ATT) and the Wassenaar Arrangement (WA). Finally, COARM is responsible for outreach activities related to arms export control (political outreach and technical assistance aimed at encouraging and supporting partner countries to adopt and develop arms transfer control capacities).

As policy officer/Chair of the COARM, s/he will have the responsibility for the good management of the Working Party's work and will contribute to the policy definition and implementation in the area of arms export control, including by preparing briefings for the EEAS hierarchy, preparation of discussions and decisions of PSC, COREPER and the Council, engagement with the European Parliament, think-tank community, industry and civil society in his/her area of competence etc. S/he will take the lead in conducting political dialogues with certain third countries on arms export control issues, reporting on them to COARM. S/he will be integrated within the team of Division SECPOL.1 under the authority of Head of Division/Special Envoy for Disarmament and Non-proliferation, and will cooperate closely with the Chair of CONOP Working Party. S/he 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. In the fulfilment of

his/her mandate, the COARM Chair will be able to draw on the support of the relevant departments in the central administration, as well as the Union delegations.

### **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 3 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 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.

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.

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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.

## **SELECTION CRITERIA:**

Candidates should:

- have an excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- have an excellent capacity to create constructive working relations with national authorities, international organisations and EU Member States;
- have strong communication and analytical skills combined with sound political judgement and drafting skills (for preparing statements, reporting, briefs etc.);
- have excellent knowledge of external relations, internal policies and functioning of the Union;
- have experience and knowledge of CFSP and CSDP-related issues;
- have a proven track record in relation to non-proliferation and disarmament matters and in particular conventional arms export control issues;
- have a demonstrated capacity to play a lead role in negotiations in the field of arms export control/ non-proliferation / disarmament and a proven track record in chairing meetings;
- have the experience and the personal qualities so as to command the confidence of the COARM and to chair a Council working group;
- have good teamwork and interpersonal skills.

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

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 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**

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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>

## **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 "2018/143 - HQ (AD) Publications – **Chair of the Working Party on Conventional Arms Exports (COARM) – SECPOL.1**" 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 **12 September 2018**. 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 **12 September 2018 to 12 October 2018 at 12.00 midday (Brussels time)**. Please note that the only way to submit an application is using the on-line system.

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<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)).

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.

**CONTACT:**

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