

EUROPEAN EXTERNAL ACTION SERVICE



DG Budget and Administration
The Director-General

10 SEP. 2018

Brussels,
EEAS.DG.BA.HR.2/JVC/Ares (2018)

To Permanent Representatives of the
Member States of the European Union

Your Excellency,

I am pleased to inform you that we are looking for a “co-financed” national expert (SNE) for secondment to the European Union Delegation in New York pursuant to the Decision of the High Representative of 4 February 2014 establishing the rules applicable to SNEs¹.

I would be obliged if you could forward the enclosed profile to the various relevant Ministries in order to generate adequate applications.

Permanent Representations are kindly requested to send applications by e-mail to the Division EEAS.BA.HR.2 “Selection and recruitment of staff”:
SNE-DELEGATIONS@eeas.europa.eu

Candidates shall draft their CV in English or in French in a PDF or Word version, following the European CV form which can be found at the following internet address:
<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

Only applications received in the above-mentioned format by **16.10.2018 at 12.00 noon** (Brussels time) will be considered for this call for applications.

Applications will be examined by my services which will organise selection interviews during the course of November 2018.

Please note, that the delivery of a security clearance (minimum level EU SECRET/SECRET UE) is a prerequisite for all postings as an SNE to the EEAS.

¹ Decision of the High Representative of 4 February 2014 establishing the rules applicable to National Experts Seconded to the European External Action Service

I would like to invite you to draw the attention of the various relevant Ministries and services to the proper treatment of personal data and inform them that the EEAS implements data protection rules according to Council Regulation (EC) n° 45/2001. Consequently, possible applicants should be informed that their CV will be circulated to the EEAS services involved in the selection and management of their possible secondment, as well as within the Delegation concerned.

I take this opportunity to thank you very much for your cooperation.

Yours faithfully,



Gianmarco Di Vita

Enclosures:

- Vacancy Notice
- Job description

Copies: Ms Bélen Martinez Carbonell, Director EEAS.BA.HR
Mr Luc Véron, Head of Division EEAS.BA.HR.2
Mr Richard Tibbels, Head of Division, AMERICAS.1
Mr Joao Vale de Almeida, Head of Delegation New York
Ms Joanne Adamson, Deputy Head of Delegation New York
Mr Frank Neumann, Head of Administration New York