

Vacancy notice 2018/190 – HQ (AD)

EEAS Vacancy Notice Administrator

Administrator – Head of sector – Coordinator of Mission Support Platform (CPCC.3)

(EU Staff Members: AD5-12/ Candidates from Member States: AD09)

Job n. 291149

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 Civilian Planning and Conduct Capability (CPCC) Directorate plans, conducts and support civilian Common Security and Defence Policy (CSDP) operations.

The Director of the CPCC also functions as Civilian Operations Commander, exercising command and control at the strategic level of all civilian CSDP missions. The CPCC is the Directorate that represents also the headquarters of the ongoing 10 CSDP civilian Missions in crisis countries (Palestine, Georgia, Kosovo, Ukraine, Somalia, Libya, Mali, Niger, Iraq). In that context, it provides assistance and advice to the High Representative (HR) and relevant Council bodies, working in close co-operation with relevant EEAS and European Commission services.

We propose:

The position of **Head of sector – Coordinator of Mission Support Platform.**

The successful candidate will, under the authority of the Head of Division, manage and coordinate the work of the Mission Support Platform, and contribute to the planning and conduct in matters related to mission support.

The main duties will include:

Management of the Mission Support Platform (MSP)

- Manage the CPCC Sector team and the MSP team;
- Coordinate the work of the sector and of the MSP and interact with other services in CPCC;
- Represent the CPCC MSP in meetings and fora;
- Ensure the financing of the MSP by renewals of Service Level Agreements;
- Contribute to sound financial management of the MSP budget.

Contribution to the Division's organization and work programme

- Support to the Head of Division in producing tools and documents for managing and monitoring the division's work programme;
- Act as the focal point of contact for the standardisation of internal procedures and documents within the section;
- Contribute to CPCC work on standardisation and organisation of processes and procedures;
- Horizontal co-ordination and communication within CPCC as well as with relevant stakeholders.

Contribution to the Division's horizontal tasks

- Contribute to drafting proposals, rules, guidance notes, manuals for CSDP operations, including proposals for future methods, procedures and structures for managing CFSP /CSDP;
- Contribute to the formulation of guidance, SOPs and instructions concerning ongoing operations;
- Contribute to CPCC's recurrent briefings with inputs on mission support;
- Contribution to the relevant Council Working Groups in the discussions concerning EU civilian missions' in regards to mission support issues;
- Participation in interinstitutional thematic working groups on CSDP missions functioning and support issues;
- Contribution to studies and concept papers on interinstitutional proposals for improving the functioning and organisation of CSDP missions.

Administration and Mission Support

- Providing support to EU civilian crisis management missions in the fields of administration and functioning: analysis and advice on specific financial, procurement and administration related cases;
- Participation in staff selection procedures for CSDP missions and for MSP staff;
- Organisation of regular meetings and fora for discussion and knowledge sharing among mission support staff in CSDP missions;
- Conception and provision of specific training for mission support staff in CSDP missions.

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 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. Considering the particularities of Civilian Planning and Conduct Capability Structure and in line with art. 4 of the Decision establishing the EEAS (2010/427/EU), experience in working in other relevant Ministries may be considered.

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

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>

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, in order to be eligible, **EU staff members** must be in one of the grades **AD5 to AD12** and have the Type of post of the person "ADMINISTRATOR" (AD5-AD7) or "PRINCIPAL ADMINISTRATOR" (AD8-AD12), or they must be AST officials who have successfully passed the certification procedure.

EEAS staff whose Type of Post of the Person is "Senior administrator in transition" (AD14) and "Principal administrator in transition" (AD13) can also show their interest for this job. If selected, she/he will be transferred in the interest of the service. This transfer in the interest of the service will not modify the Type of Post of the Person. Transfers in the interest of the service under Article 7 SR are only possible within the same Institution, therefore EU officials AD13 and AD14 from other Institutions are not eligible.

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.

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 drafting, communication, planning and analytical skills combined with sound judgement;
- have a good knowledge of external relations, internal policies and functioning of the Union and more specifically in Civilian CSDP missions;
- have a good knowledge and/or proven experience in the key areas of institutional and legal aspects of CFSP/CSDP.

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;
- experience of negotiations, and
- Excellent command of English and very good French

would be strong assets.

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.

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 9 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.

APPLICATION AND SELECTION PROCEDURE⁵

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 "2018/190 - HQ (AD) Publications – **Head of sector – Coordinator of Mission Support Platform (CPCC.3) DIVISION**" exercise.

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>

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).

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 **19 December 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 **19 December 2018 to 18 January 2019 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 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.

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