

## EUROPEAN EXTERNAL ACTION SERVICE



**Head of Division**

MD.EURCA. Europe and Central Asia  
EURCA WEST. Western Europe, Western Balkans  
and Turkey  
**EURCA WEST 2. Western Balkans**

Brussels, 23 January 2019

### **TO PSC AMBASSADORS**

**SUBJECT:** Third Call for Contributions for the Office of the EUSR in Bosnia and Herzegovina.

**ANNEXES:** TERMS OF REFERENCE FOR INTERNATIONAL SECONDED/CONTRACTED EXPERT

1) INTERNATIONAL SECONDED/CONTRACTED – HEAD OF RULE OF LAW SECTION – SARAJEVO OFFICE (1)

Dear Ambassadors,

#### **A. BACKGROUND**

COUNCIL DECISION (CFSP) 2018/908 of 25 June 2018 provides for the staffing resource of the EUSR in BiH.

#### **B. AIM**

The aim of this call for contributions is to a highly qualified international seconded/contracted expert for the position of:

#### **1) INTERNATIONAL SECONDED/CONTRACTED – HEAD OF RULE OF LAW SECTION – SARAJEVO OFFICE (1)**

The Terms of References for the afore-mentioned posts are attached in Annex 1

The duration of the deployment/contract necessarily follows the relevant mandate durations of the EUSR.

The remuneration of personnel seconded by a Member State or an institution of the European Union to the EUSR shall be covered by the Member State or the institution of the European Union concerned respectively and in accordance with the prevailing conditions applied to the CFSP budget.

The remuneration of personnel contracted by EUSR is covered by EUSR budget in accordance with Classification and Grading Guidelines for International Contracted Staff (ARES (2015) 5139959-17/11/2015).

In accordance with the prevailing Joint Action and Budgetary Impact Statement the EUSR budget will cover a daily per diem payment direct to the Seconded/Contractor, the cost of official duty trips undertaken during the mission (within Bosnia and Herzegovina and/or internationally); high risk insurance; and liability insurance.

### **C. METHODOLOGY**

Member states are invited to provide secondment offers as follows:

- a) The personal profiles of the proposed candidates should meet the listed criteria described in the job descriptions (**Annexes 1**);
- b) The closing date for receipt of offers of secondment/contract is 17:00 o'clock on 15<sup>th</sup> February 2019.
- c) Member States and EU institutions should submit their secondment offers/applications by e-mail, to the EEAS - Western Balkans Division, including a detailed curriculum vitae (**Annex 2**) covering the applicant's career, indicating qualifications and language skills, to the following addresses:

**European External Action Service/Western Balkan Division**

Emails: alexis.hupin@eeas.europa.eu

EURCA-WEST-2@eeas.europa.eu

Mr. Alexis Hupin

Western Balkans Division

Phone: + 32 (0) 2 584 2072

Fax: + 32 (0) 2 584 7224

and to:

European Union Special Representative in Bosnia and Herzegovina

E-mail: robert.stockdale@ext.eeas.europa.eu

Mr. Robert Stockdale

Head of Finance and Administration

Phone: +387 33 560 800

- d) The selection procedure will take place immediately following reception of proposals.
- e) Only personnel nominations received through official channels from Member States and institutions of the European Union will be considered.
- f) The candidates considered to be most suitable will be short-listed and, and interviewed in Sarajevo or by phone.
- g) European External Action Service will be responsible for notifying Member States of personnel who have been selected. All A-type posts which are not covered by secondment will be advertised as appropriate by the European External Action Service and also notified to Member States and EU institutions in order to recruit the best-qualified applicants.

## D. GENERAL INFORMATION

- a) Nominated personnel should undergo an extensive medical examination, appropriate vaccinations and be certified medically fit for mission duty by a competent authority from the Member State. A copy of this certification must accompany deployed seconded/contracted international experts.
- b) The selected candidates will have to be in possession of the necessary level of security clearance (**EU SECRET** or equivalent). The original certificate of the national security clearance must accompany deployed seconded/contracted international experts.
- c) Member States seconding/contracting personnel to an EUSR office are kindly reminded that European Commission rules for Special Advisers specify that the concerned Special Adviser/EUSR is solely responsible for the management of seconded/contracted personnel, and that seconding Member States are therefore requested not to instruct seconded/contracted personnel to undertake any activity on their behalf for the duration of secondment. Secondees/Contractors will be required to sign a corresponding 'undertaking'/employment contract to this effect upon taking up their positions. European Commission rules for Special Advisers also require a certification by Member States who second personnel to an EUSR office that the seconded staff will remain subject throughout the period of secondment to the social security legislation applicable and that the employer will assume expenses incurred abroad.
- d) Any further information required related to the selection of the international seconded/contracted experts may be obtained from the European External Action Service, by contacting:

### **European External Action Service/Western Balkan Division**

Emails: [alexis.hupin@ceas.europa.eu](mailto:alexis.hupin@ceas.europa.eu)

[EURCA-WEST-2@ceas.europa.eu](mailto:EURCA-WEST-2@ceas.europa.eu)

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and

European Union Special Representative Office in Bosnia and Herzegovina

Mr. Robert Stockdale


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Yours sincerely,

  
Clive Rumbold  
Acting Head of Division