

## **2019 – 63 HQ (AD) Director of the Intelligence and Situation Centre (INTCEN)**

### **Director of the Intelligence and Situation Centre (INTCEN)**

EU Staff Members – AD14 – 15 Level post  
Candidates from the Member States – AD 14 Level post

#### **We are:**

The European External Action Service (EEAS) supports the work of the High Representative of the Union for Foreign Affairs and Security Policy in defining and implementing an effective and coherent Union foreign policy. The EEAS works in close cooperation with Member States, the Council, the European Commission and the European Parliament.

#### **We propose:**

The position of **Director of the Intelligence and Situation Centre (INTCEN)**.

The Director will be responsible for providing strategic guidance to INTCEN in its support to the High Representative/Vice President of the Commission and in its cooperation within the EEAS and beyond with EU Institutions and Member States, and for its day-to-day management. The Director will define the priorities of the Centre and manage its human resources effectively, ensuring high standards of service delivery.

The INTCEN is the civilian intelligence function of the EU and directly attached to the High Representative/Vice President of the Commission. Its mission is to provide intelligence analysis, as well as intelligence supported early warning and situational awareness to the High Representative, to the EEAS and beyond in order to inform political decision making.

Together with the Director Intelligence of the European Military Staff in the framework of the Single Intelligence Analysis Capacity (SIAC) of the EEAS, Director INTCEN is the principal advisor of the High Representative/Vice President on intelligence based civil/military situational awareness and on policy matters in intelligence support.

The INTCEN supports the various EU-decision making bodies as well as the Member States in the fields of the Common Foreign and Security Policy (CFSP), the Common Security and Defence Policy (CSDP), Counter Terrorism and Resilience to Hybrid and Cyber Threats.

The INTCEN does so by monitoring and assessing international events, focusing particularly on sensitive geographical areas, terrorism, hybrid threats, the proliferation of weapons of mass destruction and other global threats. Its products are based on intelligence provided by EU Member States' intelligence and security services as well as on open sources.

The post involves extensive travel particularly to EU Member States.

## **We look for:**

### **Selection criteria:**

Applicants should:

- Have an established track-record of leading a large department/directorate in an international/multilateral context, with the capacity to lead and inspire, including in high pressure situations, and solid managerial and decision-making abilities;
- Have a strong capacity for strategic thinking, developing policy and administrative concepts, and prioritisation, combined with the ability to formulate effective strategies to communicate those priorities and concepts;
- Have an excellent ability to maintain diplomatic relations at senior level and to ensure representation, communication and management in a complex multicultural environment, and in negotiations with other EU institutions, Member States, third countries and International Organisations;
- Have an established track record of leading work in the area of civilian intelligence analysis, early warning and situational awareness with special regard to advising high ranking policy decision making bodies and authorities at governmental level.
- Have an in-depth knowledge and understanding of the EU's external as well as internal policies and its decision-making processes, including in particular in the fields of CFSP, CSDP, Counter Terrorism and Hybrid Threats.
- Have strong analytical skills combined with sound political judgement, as well as excellent oral and written presentation, communication and negotiation skills; and
- Have the ability to put into practice human resources management principles and maintain a strong team spirit, ensuring high performance levels in stressful situations and against tight deadlines.

Past experience of working in a Delegation/Embassy (or equivalent in an international organisation) would be an asset.

### **Eligibility Criteria<sup>1</sup>:**

In accordance with Article 98 of the Staff Regulations (SR) <sup>2</sup> 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

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<sup>1</sup> All eligibility criteria must be satisfied on the closing date for this application, except if specified otherwise.

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

European Union (CEOS)<sup>1</sup> applies, or staff from a national administration 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 management experience of at least 7 years, commensurate with the responsibilities of the post<sup>3</sup>.

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.<sup>4</sup>
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 a national administration of one of the EU Member States.

In addition, Member States applicants must also provide a statement issued by their Ministry of Foreign Affairs<sup>5</sup> confirming their membership of a national administration, and mentioning the guarantee of re-instatement 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;

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<sup>3</sup> 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.

<sup>4</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.

- 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.

## **TYPE AND DURATION OF CONTRACT FOR NEW TEMPORARY AGENTS**

If the successful candidate is from a national administration 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 is 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 01 September 2019

## **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.

## PROCEDURE<sup>6</sup>

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>.

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 national administration 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.

The deadline for applications is **22 March 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 procedures, please use the following email address: [cca-secretariat@eeas.europa.eu](mailto: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

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<sup>6</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)).

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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