

## **2019 – 68 HQ (AD) Head of Division EURCA.WEST.4 United Kingdom**

### **EU Staff Members – AD 9-14 level post**

### **Candidates from the Member States – AD 12 level post**

#### **We are:**

The European External Action Service (EEAS) supports the work of the High Representative in defining and implementing an effective and coherent European Union 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 responsibility for the co-ordination 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 EURCA.WEST.4 Division will be responsible for the co-ordination of the EU's overall relations with the United Kingdom. The Division will cooperate closely with the European Commission, as well as with EU Member states, the Council Secretariat, and the European Parliament.

#### **We propose:**

##### The position of Head of Division EURCA.WEST.4 – United Kingdom

Under the authority of the Director of EURCA, the Head of Division holds the overall management responsibility for the activities of EURCA.WEST.4 Division

Within the EURCA Directorate the Head of Division's main responsibilities are to:

- Contribute to strategic planning and policy conception and implementation of the EU's relations with the United Kingdom; provide professional support and advice to the HR/VP and the EEAS management on all aspects of EU relations.
- Prepare, contribute to and take part in on-going and future negotiations with the UK in any relevant area of EU policy; represent the EU in such negotiations when requested, either on a permanent or temporary basis.
- Ensure the monitoring, evaluation and follow-up of existing agreements with the United Kingdom; elaborate and contribute towards the definition of future EU policies concerning political, economic and other relations in co-ordination with the EU institutions and Member States as well as the EU Delegation; coordinate all aspects of EU relations with the United Kingdom in close cooperation with EU Member States, the Council, the European Commission and the European Parliament; oversee the preparation EU/United Kingdom political dialogues; liaise with the diplomatic missions of the United Kingdom and their representatives in Brussels; liaise with relevant third countries, including EEA/EFTA states, in matters pertinent to EU/UK relations.
- Represent the EEAS in contacts with Member States, other third countries, EU institutions and international organisations, notably represent the EEAS at relevant Council Working Parties and European Parliament's Committee meetings or at other inter-institutional and international meetings concerning the United Kingdom.
- Monitor and ensure the timely implementation of goals and tasks assigned to the Division.
- Motivate, coach and lead a multinational team; ensure efficient staff and personnel administration in the Division.

- Communicate EU policies towards the United Kingdom through ensuring proactive communications planning, and engaging in public speaking at seminars and conferences.

### **We look for:**

### **Selection Criteria**

The ideal candidate should have:

- A highly developed ability to establish and execute a strategy for the responsibilities described above;
- Excellent inter-personal skills and proven ability to work in a multi-cultural environment;
- Documented management skills and diplomatic experience, including in EU institutions dealing with external relations, working with EU Delegations and /or Embassies of EU Member States in third countries;
- In depth knowledge of EU internal policies and their external aspects (in particular internal market issues, trade, border-related, research & innovation, education etc.); excellent knowledge of the functioning of the EU's institutions and decision-making processes.
- Comprehensive knowledge and understanding of the United Kingdom, including domestic and foreign policy as well as of the political, economic, trade, security and cultural context.
- Experience with international negotiations; Good knowledge of models of agreements between the EU and its close partners would be an asset.
- Excellent understanding of the EU's CFSP, CSDP and other external relations' policies and challenges facing the EEAS, including risks and opportunities;
- Very good English.

### **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, 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 administrations of the Member States;
2. have management experience of at least 3 years, commensurate with the responsibilities of the post<sup>3</sup>;
3. 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;
4. have at least six years' proven, pertinent external relations experience - for staff from national administrations this experience must have been gained from working in a national administration of one of the Member States.

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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> 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.

Also, in order to satisfy the requirements set out in Article 12 of the CEOS, Member State applicants must:

1. be nationals 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 relevant 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 12 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;
4. provide a statement issued by their Member State Administration (e.g. Ministry of Foreign Affairs) confirming their employment by membership of a diplomatic service as well as mentioning the guarantee of reinstatement of applicants after a possible contract with the EEAS. If candidates are unable to provide this document from their Ministry, their application will be deemed ineligible.
5. Member States candidates/Temporary Agents 2(e) must be able to return to active service in their Member State/home ministry when finishing the contract, and must be able to finish the full duration of the posting (in principle 4 years) within the maximum duration of engagement in the EEAS, as foreseen in the Council Decision of 26 July 2010 (2010/427/EU).

Furthermore, EU staff members (i.e. EU officials, and temporary staff to whom Article 2(e) of the CEOS applies) applying for this post must be AD9–AD14.

EEAS staff members at AD 8 are eligible to apply if they have at least 2 years seniority at that grade<sup>5</sup>.

## **TYPE AND DURATION OF CONTRACT**

If the successful candidate is an EU staff member at AD9-AD14 s/he will be appointed according to Articles 29.1.(a)(i) and 98.1 of the SR at their existing grade. If the successful candidate is an EEAS staff member at AD8 s/he will be promoted to AD9 in accordance with Article 29.1.(a)(iii) of the SR.

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

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<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.

<sup>5</sup> This possibility is included in light of the up-coming changes to the Middle Management rules.

Headquarters (currently 31 August each year). The salary and conditions of appointment will be those laid down in the CEOS for temporary agents of AD12.<sup>6</sup>

The "Type of Post of the Person" will be "Head of Unit or equivalent".

All newly engaged temporary staff are required to complete successfully a probationary period of 9 months. A management probationary period of the same duration is also required.

## 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.

The successful candidate will be required to act independently in the public interest and to make a declaration of any interests which might be considered prejudicial to his/her independence, as set out in the Staff Regulations and the CEOS.

## EQUAL OPPORTUNITIES

The European External Action Service applies an equal opportunities policy.

## APPLICATION AND SELECTION PROCEDURE<sup>7</sup>

The procedure will take place in three different and successive steps:

### 1. Application

Candidates may apply for this post published under the label "2019-68 HQ (AD) Head of Division EURCA.WEST.4 United Kingdom".

**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. Temporary Agents in the EEAS should apply as EU Staff Members. A helpdesk facility is available via the "Contact Support" function within the on-line system.

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<sup>6</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>

<sup>7</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 EEASzone (<http://webgate.eeas.testa.eu/eeas/eeaszone/?q=node/26243>) and on the EEAS website ([http://eeas.europa.eu/data\\_protection/index\\_en.htm](http://eeas.europa.eu/data_protection/index_en.htm)).

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 and Temporary Agents will, in addition, have to upload a copy of their **passport/ID** and a **statement issued by their Ministry for Foreign Affairs** confirming their membership of a national administration.

All candidates will have the opportunity to follow the progress of their application through the on-line system.

The deadline for applications is **25 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 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 shortlisted 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 Appointing Authority. He 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.

The shortlisted candidates might be invited to the Assessment Centre.

## **CONTACT**

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