

Vacancy Notice 2019-96 HQ (AD) Director SG.AFFGEN
Interinstitutional Relations, Policy Coordination and Public Diplomacy

EU Staff Members - AD 14-15 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.

The Directorate for Interinstitutional Relations, Policy Coordination and Public Diplomacy is composed of seven Divisions: Policy coordination, Parliamentary affairs, Legal affairs, Inspection, Internal audit, Strategic communications, Sanctions policy. It also includes the Data Protection Office.

We propose:

The position of Director for Interinstitutional Relations, Policy Coordination and Public Diplomacy.

The Director will, under the overall authority of the Secretary General, be responsible for providing strategic guidance to and for the day-to-day management of the Directorate. Together with the Secretary General, the Director will define the priorities of the Directorate and manage its human resources effectively, ensuring high standards of service delivery and effective implementation of the decisions of the High Representative.

The Director will formulate and co-ordinate policy, ensuring coherence and co-ordination within the EEAS. S/he will ensure that the external communication activities of the EEAS, are conducted effectively, reinforcing the role and visibility of the EEAS within and outside the EU, its on the international scene. S/he will be oversee the preparation of Foreign Affairs Councils and other ministerial meetings in which the EEAS is involved, will coordinate EEAS input into relevant preparatory bodies. The director will ensure that cross-sectoral, horizontal policy issues are approached holistically and in a joined up fashion. S/he will ensure that the findings of the Internal Audit and Inspection Divisions are brought to the attention of the Senior Management and that the EEAS improves its Data Protection compliance.

The post is graded at AD 14-15 level and involves some travel.

We look for:

Selection criteria:

Applicants who 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 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 Member States, third countries and International Organisations;
- Have an in-depth knowledge and understanding of the EU's external as well as internal policies and its decision-making processes;
- Have strong analytical skills combined with sound political judgement, as well as excellent oral and written presentation, communication and negotiation skills;
- Have a strong capacity for co-ordination, strategic thinking, developing policy concepts and prioritising, combined with the ability to formulate effective strategies to communicate those policies;
- Have the ability to create and maintain a strong network of contacts with internal and external stakeholders (including the European Parliament and other EU institutions, Member States, third countries, International Organisations, NGOs);
- 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; and
- Have an established track record of leading work in some or all of the areas covered by the Directorate.

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

Eligibility Criteria:

In accordance with Article 98 of the Staff Regulations (SR)¹ 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 European Union (CEOS)¹ applies, or staff from the 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 proven, pertinent external relations experience of at least 10 years – for staff from diplomatic services this experience must have been gained from working in the diplomatic service of one of the Member States
4. have management experience of at least 7 years at senior level, commensurate with the responsibilities of the post².

¹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

² 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.

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)¹, **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.³
3. have gained at least 15 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; and
4. be senior officials in the diplomatic service of one of the EU Member States.

In addition, Member States applicants must also provide a statement issued by their Ministry of Foreign Affairs⁴ confirming their membership of a diplomatic service, 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;
- 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 diplomatic service 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

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.

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 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)

The post is available as of 01 June 2019 or as soon as possible.

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.

PROCEDURE⁵

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.

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 EEASzone (<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).

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 diplomatic service and the post applied for, as well as the guarantee 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 **20 May 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.

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 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 SR.