

Vacancy notice 2019/126– HQ (AD)

EEAS Vacancy Notice Administrator

Policy Officer - Rule of Law and Criminal Justice

(Civilian Planning and Conduct Capability)

(EU Staff Members: AD5-12/ Candidates from Member States: AD7)

Job n. 299669

We are:

The European External Action Service (EEAS) 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) is the permanent structure supporting the Civilian Operations Commander. The Civilian Operations Commander is the overall commander at the strategic level of currently 10 civilian CSDP crisis management missions and provides strategic guidance and direction to the Heads of Mission. The Civilian Operations Commander reports directly to the High Representative for Foreign Affairs and Security Policy and through her to the Council of the EU. Under the political control and strategic direction of the Political and Security Committee and the overall authority of the High Representative, the Civilian Operations Commander ensures the effective planning and conduct of civilian CSDP crisis management operations, as well as the proper implementation of all mission-related tasks.

We propose:

The position of Policy Officer – Rule of Law and Criminal Justice, in the CPCC Operational Planning and Horizontal Issues Sector, CPCC.2.1

Under the authority of the Head of Sector, the main duties are:

- Support the operational planning and conduct of civilian CSDP missions, to provide advice on the Rule of Law/Criminal Justice (prosecution, courts, corrections) notably specific input to drafting of CONOPS and OPLAN including for new missions and revisions of operational planning documents
- Develop standards and best practice for civilian CSDP missions, notably in the field of Rule of Law/Criminal Justice and act as one of the CPCC focal points in this domain.
- Coordinate the network of mission Rule of Law advisors as well as the organization of their annual meeting as one of the CPCC focal points.
- Act as CPCC focal point to DG JUST and Eurojust, supporting CPCC efforts to implement the civilian Compact especially on closer practical CSDP-JHA cooperation.
- Draft related notes and any other documents and provide related advice.
- Prepare analytical notes, reports, briefing notes, speeches for CPCC and EEAS management including HR/VP.
- Prepare and take part in related discussions in Council working parties and committees, notably the Committee for Civilian Aspects of Crisis Management, the Political and Security Committee, Coreper and the Council.
- Represent CPCC in such meetings.
- Maintain contacts with relevant services within the EEAS, including SECDEFPOL, ISP, the EU Military Staff as well as the EEAS Legal Division and the European Commission.
- Maintain contact with representatives of Member States and contributing Third States.

- Maintain contact with relevant international stakeholders (such as the UN, OSCE, African Union, Council of Europe and any other international organisations and Third States).
- Contribute with subject matter expertise and advice to the operational planning, conduct, review/refocusing and assessment of civilian CSDP missions.
- Contribute to related lessons learned processes.
- Contribute to the selection of mission personnel.
- Represent CPCC in meetings with internal and external stakeholders and provide information on CSDP policies and best practice.
- Contribute to strategic communications as well as to civilian CSDP training as a lecturer on areas of responsibility and competence.
- Contribute to horizontal discussions related to the further development of CSDP policy and related tools.
- Carry out any other tasks assigned by line management.

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 2 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 Crisis Management 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
 - 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 6 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.
7. 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

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>

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.

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, 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.

Official staff members currently serving in a Delegation who are not in rotation 2019 are not eligible, except in the 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.

Competition laureates may express their interest for this job, provided that they meet the eligibility requirements set out at points 2 and 3 above. Their candidatures will be considered only in the event that no suitable candidate can be found among EEAS staff, EU officials or staff from diplomatic services of Member States. Should a competition laureate be selected for this job, she/he will be subject to the same obligations of mobility as other EEAS staff members.

SELECTION CRITERIA:

Candidates should:

- have ability to maintain diplomatic relations and to ensure representation and communication in a complex, multicultural environment;
- have capacity to create constructive working relations in the field of external relations with national authorities, international organisations and EU Member States;
- have strong drafting, communication and analytical skills combined with sound judgement;
- have knowledge of external relations, internal policies and functioning of the Union;
- have experience and knowledge of CFSP and CSDP-related issues; experience in civilian CSDP Missions would be desirable;
- have experience and knowledge about Rule of Law and Criminal Justice matters.

Furthermore:

- experience of working in an Embassy, a Delegation (or equivalent in an international organisation) or a civilian CSDP Mission;
- experience of managing and leading teams in a team in multi-disciplinary and multi-cultural environment;
- experience of negotiations in an international context; and
- ability to work in both English and French

would be strong assets.

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 7** 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 (EU Secret), 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 "2019/126– HQ (AD) Publications – Policy Officer - Rule of Law and Criminal Justice – CPCC.2" 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 **10 July 2019**. 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 **10/07/2019 to 02/08/2019 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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