



GUIDELINES 2020 ROTATION EXERCISE

AD POSTS IN THE EU DELEGATIONS: (EXTERNAL PUBLICATION)

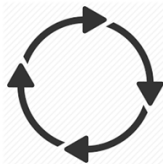
HEAD OF DELEGATION
DEPUTY HEAD OF DELEGATION
HEAD OF SECTION
POLITICAL OFFICERS

These Guidelines apply to the rotation of EEAS AD posts in the EU Delegations published externally¹.

Posts will be filled through publication in accordance with Article 98² of the Staff Regulations of Officials of the European Union (SR), by considering applications from:

1. officials of the institutions of the European Union;
2. current EEAS temporary staff to whom Article 2(e) of the Conditions of Employment of Other Servants of the European Union (CEOS) applies;
3. staff in active service from the diplomatic services of the Member States.

Details on the posts in rotation are set out in the accompanying Vacancy Notices.



GENERAL ELIGIBILITY CRITERIA³:

In accordance with Article 98 Staff Regulations 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 CEOS applies (Temporary Agents currently working the EEAS) or staff from diplomatic services of the Member States;
2. have the capacity to work in the CFSP working languages (English and French). Knowledge of other EU languages would be an asset;

¹ If the interest of the service so requires, a selection procedure can be terminated at any stage and the post be filled by a reassignment in accordance with Article 7 of the SR.

² [Link to the Staff Regulations](#)

³ All eligibility criteria must be satisfied on the closing date for applications, except where specified otherwise.

3. have proven, pertinent external relations experience. Staff from diplomatic services must have gained this experience from working in a diplomatic service of one of the Member States (see table on page 6 for minimum number of years required).
4. For management posts only (Head of Delegation and Deputy Head of Delegation posts): have experience of managing staff (see table in annex on page 6 for minimum number of years required)

Candidates must use the on-line application (**e-Application**) to indicate, at least for the minimum number of years required: (1) title and role of positions with management responsibility 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).

SPECIFIC ELIGIBILITY CRITERIA FOR EU OFFICIALS

1. Applications from EU officials in a Delegation and who are not in rotation in 2020 are not, in principle, eligible. They will, however, be taken into consideration in case of career progression (application for a higher type of post). The interest of the service to maintain the allocation of financial and human resources in Delegations requires that EU officials in a Delegation who wish to apply for a post on the basis of career progression should have spent at least 2 years on their current post on 1 September 2020.
2. EU officials who will complete their second consecutive posting to a Delegation in 2020 are not eligible. Their application will only be taken into consideration in case of career progression or if the interest of the service requires so. Derogation from this rule may only be done in exceptional cases and in the interest of the service and may not lead to a consecutive period of service in Delegations of more than 12 years.
3. EU officials currently in Headquarters who will have completed less than 2 years in Headquarters on 1 September 2020 are not eligible. Their application will only be taken into consideration in case of career progression, in the interest of the service or in the case of EU officials falling within the category of Managers in Mobility.
4. EU officials are not eligible to apply as Member State officials.

The concept of "career progression"⁴ is designed to allow staff to develop within the organisation. Accordingly, in the above 3 paragraphs, it refers to:

1. Staff members who currently hold a management post and who apply for a more senior

⁴ Career progression is in principle not applicable inside the same Delegation.

management post (post from a higher type of post category);

2. Staff members who do not currently hold a post of "Head of Unit or equivalent" (AD9-14) and who apply for a middle management post ("Head of Unit or equivalent"/AD9-AD14)⁵;
3. AST staff members who have successfully completed the certification procedure and who apply for an AD post.

SPECIFIC ELIGIBILITY CRITERIA FOR TEMPORARY AGENTS CURRENTLY WORKING IN THE EEAS

1. Applications from current Temporary Agents 2(e) in a Delegation who are not in rotation in 2020 are not, in principle, eligible and will only be taken into consideration in the interest of the service or in the case of career progression.
2. Current Temporary Agents 2(e) who have completed two consecutive postings in the EEAS are in principle not eligible to apply.⁶
3. Temporary Agents 2(e) who are already working in the EEAS must fulfil the same eligibility criteria as specified for "EU officials". This includes that when applying for another post they will **retain their current grade** and cannot expect a higher grade even if a higher grade is foreseen for new candidates from Member States in the vacancy notice.⁷
4. Current Temporary Agents 2(e) **must** have the support of their Member State Administration (e.g. Ministry of Foreign Affairs) for the post(s) to which they are applying. (see further under application procedure) and must be in active service at the time of their application.
5. Temporary Agents 2(e) must be able to finish the full duration of the posting (2, 3 or 4 years) within the maximum duration of their engagement in the EEAS.⁸

SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE MEMBER STATES

Candidates from Member States must (satisfy the requirements set out in Article 12 of the CEOS and meet the needs of the service):

1. be nationals of one of the EU Member States;
2. (i) possess a level of education which corresponds to completed university studies, attested by a

diploma, when the normal period of university education is 4 years or more;

or

(ii) possess a level of education which corresponds to completed university studies, attested by a diploma, plus relevant professional experience of at least one year, when the normal period of university education is at least 3 years;

3. have the required full-time professional experience (**see table in annex, page 6, for minimum number of years required**). This experience must have been gained after completing university studies of 4 years, or of 3 years plus one year relevant professional experience, as set out in point 2 above.

Candidates must indicate their level of education and professional experience on the application form.

4. provide a statement issued by their Member State Administration (e.g. Ministry of Foreign Affairs) confirming their active status in their diplomatic service. The statement shall list the posts in the rotation they want to apply for as well as 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.

POSTING POLICY

EEAS career development policy places the need for staff to develop a mix of competences at its core, e.g. working in various fields of expertise and responsibilities in the course of a person's career, including postings at Headquarters and Delegations. Therefore, staff members are encouraged to alternate between Delegation and Headquarters postings.

As a matter of policy, applications of individuals who have dual nationality of the host country or the partner of whom has the nationality of the host country will be considered on a case-by-case basis. The EEAS examines if there could be a conflict of interest and the consequence of a possible refusal by the host country to grant diplomatic immunity to the staff member and or his/her partner and family, as well as possible security risks. The Human Resources Directorate may ask for additional information from the applicant in this context.

A posting in an EU Delegation is generally for 4, 3, or 2 years. Posting duration may be extended for one year or shortened by one year. Call for interest to apply for extension or early rotation will be launched annually prior to the publication of the rotation exercise. Staff are reminded that extension and early rotation is not a right.

⁵ Posts of Head of Section in Delegation are not considered as Middle Management Posts.

⁶ In accordance with article 50b(2) of the Conditions of Employment of Other Servants of the European Union, an extension of maximum 2 years may be granted after 8 years in exceptional circumstances and in the interest of the service.

⁷ With the exception of a successful application for a post in a higher career bracket, e.g. an AD8 staff member selected for an AD9-14 post.

⁸ Maximum of 4 years, with a possible renewal of maximum 4 years, with an exceptional extension of maximum 2 years in exceptional cases and in the interest of the service (article. 50b(2) of the Conditions of Employment of Other Servants of the European Union).

1. For posts with a LCA⁹ of 25% or less, the posting will in principle be for 4 years.
2. For posts where the living and working conditions are defined as "difficult" and "very difficult" (30%-40% LCA) the posting will in principle be for 3 years.
3. For non-family postings¹⁰ the posting is reduced to 2 years.
4. As a general rule, applicants cannot do two consecutive non-family postings (LCA 40%).

It is in the interest of the service to ensure that staff members in the Delegations are able to complete the full posting before reaching the age of retirement. Before taking any final decisions on nominations, the Appointing Authority will ensure on a case-by-case basis that the successful candidates will be able to complete the relevant full posting for the post for which they have been selected.

CONDITIONS OF RECRUITMENT AND EMPLOYMENT

The date foreseen for taking up duty for all posts in the context of the rotation exercise is 1 September of any given year, unless otherwise specified¹¹.

Successful candidates shall participate in all compulsory pre-posting training.

The assignments to posts are done according to the relevant provisions of the SR and CEOS which are completed by the following general rules and the conditions set in vacancy notices.

In particular, if the successful candidates are:

1. EU officials: they will be assigned to the relevant post for 4 years (or such shorter period for which the post may have been advertised) in the context of the rotation.
2. Candidates from Member States: they will be offered a temporary contract under Article 2(e) of the CEOS. The duration of the contracts will correspond to the length of the postings (2, 3 or 4 years).
3. Candidates from Member States: they will be recruited at the grade specified in the vacancy notice, independently on whether or not they worked as Temporary Agents for the EEAS in the past.
4. Current temporary agents 2(e): they will be offered an extension and amendment of their existing

⁹ Living Conditions Allowance: "An allowance for living conditions shall be fixed, according to the official's place of employment, as a percentage of reference amount. That reference amount shall comprise the total basic salary, plus the expatriation allowance, household allowance and dependent child allowance, less the compulsory deductions referred to in the Staff Regulations or in the regulations adopted to implement them." (Staff Regulations, Annex X, article 10.1)

¹⁰ Countries presently designated as "non-family postings": Afghanistan, Central African Republic, Iraq, Libya, Somalia, South Sudan, Syria, and Yemen. In the case of relocated delegations (e.g. Libya, Syria and Yemen) the posting will in principle be for 3 years.

¹¹ This date can be advanced or postponed, on a case-by-case basis.

contract under Article 2(e) of the CEOS. The duration of the extension will correspond to the length of the respective posting (2, 3 or 4 years).

The end of posting will be aligned with the date of rotation of posts in the Delegations, i.e. 31 August each year. See table in Annex, page 6.

Successful candidates must obtain a personal security clearance (level: EU SECRET). In case a member of temporary staff is not able to obtain it, the contract will be rescinded. If an EU official is not able to obtain it, the official will be reassigned to another post in Headquarters.

All newly engaged temporary staff is required to successfully complete a probationary period of 9 months. Officials or temporary staff newly appointed as Head of Delegation or Deputy Head of Delegation, and who did not hold the same management position and the same type of post in the EU institutions prior to their appointment, will be required to complete a 9 month probationary period as managers at the relevant level.

Successful candidates must undergo a medical examination to ensure that they are fit to perform their duties. When they undergo their pre-posting medical visit, candidates should indicate any serious health problems or requirements for specialised medical treatment for themselves and/or for the individuals who will accompany them to the duty station. The administration draws the applicant's attention to their legal and financial responsibilities in this respect.

The basic salaries offered by the EU institutions are set out in Article 66 of the Staff Regulations. The current level following the "2018 Annual update of the remuneration and pensions of the officials and other servants of the European Union and the correction coefficients applied thereto", can be accessed via the link: [Salary Grid 2018](#)

Candidates are deemed to be fully aware of the provisions of Annex X of the Staff Regulations, which applies to staff serving in Delegations located outside the European Union, regarding their rights and obligations (leave entitlements, allowances, reimbursement of expenses, social security benefits). Delegations located within the European Union (i.e. Delegations Paris, Rome, Strasbourg and Vienna) are covered by the provisions of Annex VII of the Staff Regulations.¹²

Candidates are deemed to be fully aware of the local living conditions, including i. a. information concerning security, health care, education, social acceptance of sexual orientation, employment opportunities for spouses and the accommodation provided (Annex X, Article 5 or 23), before applying. Candidates are strongly encouraged to consult the relevant [Country Post reports](#) which are available from EEAS.BA.HR.3, Rights, Obligations and Medical Cell Division: Rights-and-Obligations@eeas.europa.eu.

¹² A posting to a Delegation within the EU does, i.a., not give rise to an entitlement for the reimbursement of housing or schooling costs.

Candidates must be able to work in a different socio-cultural environment and to adapt quickly to evolving situations.

Candidates should also ensure that they are fully aware of the relevant security provisions. All posts in an EU Delegation require the successful completion of BASE, a security e-learning. Postings in higher risk countries also require the successful completion of the security e-learning SAFE. Moreover, for some posts "Hostile Environment Awareness Training (HEAT) is mandatory or recommended before taking up duty"¹³. Contact BA-SI-1@eeas.europa.eu for more information. Current EEAS Staff should consult the EEAS Intranet under "Administration – Security - Security in Del".

Basic Data protection provisions should be also followed in accordance with Regulation (EU) 2018/1725. The related Privacy Statement provides information on how the EEAS is processing personal data.

Candidates for Head of Delegation positions should be aware of the specific provisions for residence where they shall reside. All residences are provided by the Institution under Article 5 of Annex X to the SR. The residence of the Head of Delegation has a double function; it is the venue foreseen for the official representation under the terms of the Vienna Convention; it is also the private home of the Head of Delegation with family. Residences are normally kept for long periods of time; hence under normal circumstances it is not possible to choose a different residence when a new Head of Delegation is appointed.

APPLICATION AND SELECTION PROCEDURE

1. Application procedure¹⁴

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria, including belonging to the type of post, or having the minimum of years of seniority in the grade bracket immediately below of the post applied for, in order to avoid automatic exclusion from the selection procedure.

All candidates must apply through the on-line system, **e-Application**, available at: <https://webgate.ec.europa.eu/eapplication/index.cfm>

Important: Applications with wrong source indication (under "Who is your current employer") will be returned to the candidate for correction. Current Temporary Agents 2(e) in the EEAS **must** select "Temporary Agent working in the EEAS".

To log on to **e-Application**, an EU LOGIN is required; candidates without a password can register to get one

through the link above. EU staff members with a professional EU LOGIN account should use that account for their application. A helpdesk facility is available via the Contact Support tab in the **e-Application**.

Applications from individuals who are nationals of the host country or whose partner is a national of the host country will be considered on a case-by-case basis, as a matter of policy. Applicants are expected to indicate if they fall into this category in the "additional information" section of the application form.

Applicants are expected to indicate **all nationalities** of their partners.

Candidates may list a maximum of 8 posts in order of preference (the choice of 8 posts must be made among all posts of Head of Delegation, Deputy Head of Delegation and AD non-management posts¹⁵) via **e-Application**, using their EU login and password. During the on-line application procedure, candidates must upload their CV (preferably using the Europass format <https://europass.cedefop.europa.eu/editors/en/cv/compose>) and one single motivation letter (maximum 2 pages) covering all posts applied for (both documents should be in English or French). Candidates applying for a Head of Delegation post are invited to focus in their motivation letter on their management and interpersonal skills and illustrate these with concrete examples.

Candidates from the Member States and Temporary agents must also upload a copy of their passport/ID and a statement issued by a national institution/body of the respective Member State (e.g. Ministry of Foreign Affairs) confirming their employment by a national/governmental service¹⁶, and listing all post(s) in the rotation applied for as well as mentioning the guarantee of reinstatement of applicants after a possible contract with the EEAS.

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

The closing date for applications is 13 September 2019 at 12.00 midday (Brussels time).

As the system may experience peak activity around the deadline for applications, candidates are strongly advised to submit their application as early as possible. Applications received after the deadline will not be accepted. Please note that the only way to submit an application is using the on-line system. Any submission by email will not be accepted.

¹³ The Appointing Authority may decide not to appoint a selected candidate who does not successfully participate in the HEAT training.

¹⁴ Your personal data will be processed in accordance with Regulation (EU) 2018/1725, as implemented by ADMIN(2019)8 decision of the High Representative of the Union for Foreign Affairs and Security Policy. The privacy statement is available on the Europa website: (http://eeas.europa.eu/data_protection/rights/index_en.htm) and on the EEAS Intranet: <https://intranet.eeas.europa.eu/page/eeas-work/data-protection/privacy-statements>) - [Direct link](#)

¹⁵ Additionally, EEAS staff may apply for a maximum of 8 posts in the internal rotation exercise.

¹⁶ In this context, it is recalled that Article 6(11) of Council Decision 427/2010 requires that "in accordance with the applicable provisions of its national law, each Member State shall provide its officials who have become temporary agents in the EEAS with a guarantee of re-instatement at the end of the period of service to the EEAS."

For correspondence concerning the selection procedures, please use the following email addresses:

For Head and Deputy Head of Delegation posts:

CCA-SECRETARIAT@eeas.europa.eu

For Head of Section and Political Officer posts:

EEAS-AD-Non-Management-Delegations@eeas.europa.eu

2. Pre-selection

The pre-selection will be done by a panel on the basis of the qualifications and the professional experience described in the CV and in the motivation letter. The panel will identify a limited number of eligible candidates who in its opinion best meet the selection criteria for each post, to be invited for interview.

3. Selection

The pre-selected candidates will be invited for an interview so that the selection panel can evaluate them objectively and impartially on the basis of their competencies, professional experience and linguistic skills. For candidates who have applied for several posts and are pre-selected for more than one post, interviews may be grouped together and cover several posts at the same time.

For Head of Delegation posts, the selection panel will recommend a shortlist of candidates to the High Representative, who will make the final decision.

The EEAS applies an equal opportunities policy.

GRADE AND MINIMUM YEARS OF SENIORITY FOR EU OFFICIALS AND CURRENT TEMPORARY AGENTS 2(e) IN THE EEAS

MANAGEMENT POSTS:

HEAD OF DELEGATION

DEPUTY HEAD OF DELEGATION

1. For posts graded at **AD15-16**, EU officials and current Temporary Agents (2e) must be either:
 - a) AD15 or AD16 and occupying a post at the level of Director General/Managing Director or
 - b) AD15 and occupying a post at the level of Director or equivalent function, with seniority of at least 2 years in that post. or
 - c) AD14 and occupying or having occupied a post at the level of Director or equivalent function, with seniority of at least 2 years in that post and in that grade.

In the event of a successful application, EU officials and current Temporary Agents 2(e) at AD15 or AD16 will be appointed at the same grade. Candidates at AD14 will be promoted to AD15.

2. For posts graded at **AD14-15**, EU officials and current Temporary Agents 2(e) must be either:

- a) AD14 or AD15 and occupying a post at the level of Director or equivalent function or
- b) AD14 and occupying or having occupied a such a post for at least 2 years or
- c) AD13 and occupying or having occupied such a post for at least 2 years.

In the event of a successful application, EU officials and current Temporary Agents 2(e) at AD14 or AD15 will be assigned to the post while keeping the same grade. Candidates at AD13 will be promoted to the grade AD14.

3. For posts graded at **AD09-14**, EU officials and current Temporary Agents 2(e) must be either:

- a) AD09-14 or
- b) AD08 and with at least 2 years' seniority at that grade.

In the event of a successful application, EU officials and current Temporary Agents 2(e) at AD09-14 will be appointed at their existing grade. Candidates at AD08 will be promoted to AD09.

NON-MANAGEMENT POSTS:

HEAD OF SECTION POLITICAL OFFICER

For posts graded at **AD05-12**, EU officials and current Temporary Agents 2(e) at any grade from AD05 to AD12 occupying an Administrator type of post are eligible, as well as AST officials who have successfully passed the certification procedure.

EEAS officials at grades AD 13 and AD 14 may express interest for these posts

MINIMUM YEARS OF EXPERIENCE REQUIRED FOR MANAGEMENT POSTS:**HEADS OF DELEGATION
AND
DEPUTY HEADS OF DELEGATION**

	Posts published at level:		
For candidates from the Member States:	AD12	AD14	AD15
For EU Staff Members:	AD09-14	AD14-15	AD15-16
Management experience	≥ 3 years	≥ 7 years at senior level	≥ 9 years at senior level
External relations experience	≥6 years	≥10 years	≥ 12 years
Professional experience (Member State candidates only)	≥12 years	≥15 years	≥15 years

MINIMUM YEARS OF EXPERIENCE REQUIRED FOR NON-MANAGEMENT POSTS:

	Posts published at level:	
	POLITICAL OFFICERS	HEADS OF SECTION
For candidates from the Member States:	AD07	AD09
For EU Staff Members:	AD05-12	AD05-12
External relations experience	≥ 2 years	≥ 3 years
Professional experience (Member State candidates only)	≥ 6 years	≥ 10 years

POSTING DURATION - CONTRACT DURATION

Posting details	Contract start	Contract end	Contract duration
4-year posting or HQ post	01/09-16/12 year <i>n</i>	31/08 year <i>n+4</i>	Max. 4 years/ Min. 3 years, 8.5 months
4-year posting or HQ post	01/01-16/06 year <i>n</i>	31/08 year <i>n+3</i>	Max. 3 years, 8 months / Min. 3 years, 2.5 months Possible decision in year <i>n+2</i> to extend so as to align to 31/8 year <i>n+4</i> if considered in interest of the service *
4-year posting or HQ post	01/07-16/08 year <i>n</i>	Start date + 4 years +alignment to 31/08 year <i>n+4</i>	Max. 4 years, 2 months Min. 4 years, 0.5 months
3-year posting	Year <i>n</i>	31/08 year <i>n+3</i>	Max. 3 years, 8 months/ Min. 2 years, 8.5 months
2-year posting	Year <i>n</i>	31/08 year <i>n+2</i>	Max. 2 years, 8 months/ Min. 1 years, 8.5 months
Other limited duration	Year <i>n</i>	Exact date foreseen in duration of contract	

* Extension period will be discounted from the overall maximum two years for exceptional circumstances.