



## EUROPEAN EXTERNAL ACTION SERVICE (EEAS)

### Rotation 2020

#### Head of Section/Political Officer

#### Temporary Agent 2(e) / Official

### EXTERNAL PUBLICATIONS

The European Union currently has 140 delegations, eight of which are to international organisations. In all, nearly 1200 officials and about 4100 other staff are currently serving in these delegations.

The work of a Delegation varies from country to country but, in general, covers political matters, trade, press and information, aid management and the external aspects of internal EU policies.

The EU Delegations are placed under the authority of the High Representative of the Union for Foreign Affairs and Security Policy, who is also Vice President of the European Commission.

The European External Action Service (EEAS) is looking for individuals to fill the following posts at the Delegations and Offices of the European Union:

*(listed in alphabetical order of Delegation)*

Job Id	Delegation	Job Title	LCA	Posting Duration	Official/TA2(e) level post	MS level
152055	African Union - Addis	PO	30%	3	AD05-12	AD07
161260	Azerbaijan	PO	20%	4	AD05-12	AD07
263606	Bangladesh	PO	40%	3	AD05-12	AD07
152130	Burundi	HoPPIS	35%	3	AD05-12	AD09
171421	Djibouti	HoPPIS	35%	3	AD05-12	AD09
269123	East Timor	PO	40%	3	AD05-12	AD07
151771	Gabon	HoPPIS	25%	3	AD05-12	AD09
258336	Guyana	HoPPIS	35%	3	AD05-12	AD09
161248	India	PO	30%	3	AD05-12	AD07
161338	Iraq	PO	40%	2	AD05-12	AD07
151807	Japan	HoPIS	0%	4	AD05-12	AD09
tba	Kuwait	HoPPIS	10%	4	AD05-12	AD09
151990	Mauritania	HoPPIS	35%	3	AD05-12	AD09
201186	Myanmar	HoPPIS	30%	3	AD05-12	AD09
215348	Nepal	HoPPIS	30%	3	AD05-12	AD09
269195	Papua New Guinea	HoPPIS	40%	3	AD05-12	AD09
151926	Russia	HoPIS	25%	4	AD05-12	AD09
169009	Saudi Arabia	HoPPIS	30%	3	AD05-12	AD09
151980	Sudan	HoPPIS	40%	3	AD05-12	AD09
268556	Togo	HoPPIS	30%	3	AD05-12	AD09
316246	Turkmenistan	PO	30%	3	AD05-12	AD07
202151	UN (Geneva)	HoPS (Disarmament)	0%	4	AD05-12	AD09
169605	UN (Geneva)	PO (Human Rights)	0%	4	AD05-12	AD07
185967	UN (New York)	HoS (Horizontal and Budgetary Issues)	0%	4	AD05-12	AD09
185971	UN (New York)	PO (Political and UNSC Affairs)	0%	4	AD05-12	AD07
220737	UN/IAEA/OSCE Vienna	Policy Officer (OSCE)	0%	4	AD05-12	AD07
220624	UN/IAEA/OSCE Vienna	Political Officer (UNODC)	0%	4	AD05-12	AD07



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**FOR ELIGIBILITY CRITERIA, CONDITIONS OF EMPLOYMENT AND RECRUITMENT PROCEDURE PLEASE REFER TO THE “GUIDELINES FOR THE 2020 ROTATION OF AD POSTS IN THE EU DELEGATIONS - EXTERNAL PUBLICATION”.**

**JOB START DATE: 1 September 2020<sup>1</sup>**

**The closing date for the submission of applications is Friday 14 September 2019 at noon (CET).**

### **WE PROPOSE**

Under the responsibility of the Head of Delegation, and/or the Head of Political Section or Political, Press and Information (PPI) Section, the individual will assist the Head of Delegation and/or Head of Political or PPI Section in fulfilling his/her mandate.

In particular, he/she will have the following tasks:

- To contribute to the work of the Delegation in the management of the EU Presidency functions, and to represent the Head of Delegation when necessary in his/her absence;
- To pursue the EU's policies in all areas, promote and protect the EU's interests and values, and to promote the visibility of the European Union;
- To ensure bilateral political relations and to carry out and promote regular political dialogue;
- To liaise with local civil society organisations;
- To maintain contacts, exchange information, and chair various EU coordination groups in the implementation of EU policies;
- To monitor, analyse, and report regularly to Headquarters on internal and regional political developments, foreign policy and/or other policy areas of relevance for EU interests, including, inter alia: institutionalised political dialogue where applicable, electoral developments, Human Rights and governance, drug and security related issues, security issues including non-proliferation, terrorism, defence;
- To maintain relations with regional and/or international, organisations present in the host country;
- For Head of Section posts: to manage the work of the Section and effective interaction with other sections in order to ensure that priorities and objectives set by the Head of Delegation are fulfilled;
- For Head of Political and PPI Sections and for Heads of Press and Information Section (PI): to carry out press, information and communication activities and to manage the Press and Information budget in liaison with the Administration Section. Regular qualitative and financial evaluations and reporting to Headquarters;
- To liaise regularly with Headquarters and provide advice as appropriate on policy issues;
- To provide support to visitors from EU institutions;
- To provide briefing dossiers, speeches, statements, press releases and articles, as requested;
- Where applicable: Visa and consular issues;
- Tasks of Deputy Security Officer (security of the Delegation, its staff and coordination with MS on security issues) may be assumed (when the Head of Section or Political Officer is first in line after the Head of Delegation).

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<sup>1</sup> This date can be advanced or postponed, for duly justified reasons, on a case-by-case basis.



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Multilateral Delegations have the following tasks in addition to the above:

### 1) Representation and coordination

- To represent the EU Delegation in International Organisations and conferences ;
- To chair various EU coordination meetings in the implementation of EU policies; based on proper follow-up of EU policies and decision-making process and on adequate liaison with Headquarters to receive input and instructions as required;

### 2) Relations with third parties

- To maintain relations and regular political dialogue with the UN organisations and agencies and close working relations with EU Member States' missions;
- To ensure close political dialogue with third-country representatives and regional and/or international organisations present in the host country ; to monitor the key stakeholders positions in on-going or planned negotiations; engage in and coordinate EU and Member States' outreach.

## SELECTION CRITERIA:

### Main criteria by function for all posts

Candidates **should have:**

- a proven ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- a proven capacity to co-ordinate relevant committee and working group meetings with national authorities, international organisations and EU Member States;
- experience and knowledge of the external relations, internal policies, functioning of the Union and of CFSP and CSDP-related issues;
- strong drafting, communication and analytical skills combined with sound judgement;
- experience in budgetary and financial management (for PPI Head of Section posts);
- experience in international negotiations (for Head of Political and PPI Section posts).

**Furthermore, the following would be assets:**

- experience in working in an Embassy, a Delegation, an international organisation or significant experience of external relations in the field, including CSDP field missions;
- experience in thematic/horizontal areas of relevance to the Delegation and/or experience on external aspects of internal policies of particular importance in the host country;
- experience in international negotiations;
- experience in leading and motivating teams and of working in multi-disciplinary and multi-cultural environment (for Head of Section posts).
- good knowledge of the country, its culture, and the region as a whole;
- knowledge of locally spoken languages.



## EUROPEAN EXTERNAL ACTION SERVICE (EEAS)

### APPLICATION AND SELECTION PROCEDURE

Candidates must apply through the online system<sup>2</sup>: (<https://webgate.ec.europa.eu/eapplication/index.cfm>).

To log on to the system, an EU LOGIN is required; a helpdesk facility is available by email at: [EEAS-IT-HELPDESK@eeas.europa.eu](mailto:EEAS-IT-HELPDESK@eeas.europa.eu).

Candidates may express their preferences for a maximum of 8 posts listed in order of preference (the choice of 8 posts must be made among Head of Delegation, Deputy Head of Delegation and AD Non-Management posts) via the on-line system, using their ECAS login and password. During the on-line application procedure candidates will have to upload their CV and motivation letter (in English or French, preferably using the Europass model CV obtainable at <http://europass.cedefop.europa.eu>).

Candidates from the diplomatic services of the Member States will, in addition, have to upload a copy of their passport/ID and a recent statement by their Ministry of Foreign Affairs (issued within the past 6 months) confirming their membership of a diplomatic service including the guarantee of reinstatement required by Article 6(11) of Council Decision 2010/427/EU, and the Ministry's support for the candidate's application for these posts. Should candidates be unable to provide these documents from their Ministry, their application shall be considered ineligible.

Applications may be made at any point **until Friday 13 September 2019 at noon**, Brussels time. 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 with the EEAS Human Resources Directorate concerning the selection procedures, please use the following email address:

[EEAS-AD-NON-MANAGEMENT-DELEGATIONS@eeas.europa.eu](mailto:EEAS-AD-NON-MANAGEMENT-DELEGATIONS@eeas.europa.eu).

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<sup>2</sup>

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](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>)