

2019 – 109 HQ (AD) Managing Director EURCA

MANAGING DIRECTOR FOR EUROPE AND CENTRAL ASIA

EU STAFF MEMBERS: AD 15-16 LEVEL POST

CANDIDATES FROM THE MEMBER STATES: AD 15 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 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 the European Commission.

The EEAS Managing Directorate for Europe and Central Asia (MD EURCA) works towards further comprehensive deepening of relations, and where applicable integration, between the EU and its immediate neighbours in Europe and to the East, up to Central Asia. It does so by supporting the High Representative, the Commission, the Parliament and the Council when it comes to dealing with key aspects related to the Eastern Partnership and the European Neighbourhood Policy, relations with the Russian Federation and Central Asia, regional cooperation initiatives including relations with the OSCE, the Stabilisation and Association Process, the Enlargement process, the European Economic Area (EEA), and other institutional and legal arrangements that apply to EU relations with specific countries and regions.

We propose:

The position of **Managing Director for Europe and Central Asia**

Working under the authority of the Deputy Secretary General for Political Affairs / Political Director, the Managing Director will be responsible for the overall management of the staff and policies of the Department. S/he will be responsible for the development of policy towards the countries concerned and the coordination of the work of the relevant geographical Directorates and the EU delegations to deliver policy objectives. The Managing Director will define the strategic lines to be followed in bilateral and multilateral political contacts as well as in negotiations and the setting up of agreements. S/he will also supervise the programming of the various forms of cooperation.

The post involves extensive travel.

We look for:

Selection criteria:

Applicants should:

- have an established track record of leading and shaping large organizations in an international context with proven experience in managing human and financial resources at a senior level to deliver agreed policy objectives;
- have in depth knowledge and experience of the countries of the region;

- have an excellent ability to maintain diplomatic relations at a senior level and to ensure representation, communication and management in a complex, multicultural environment;
- have an excellent capacity to play a lead role in negotiations in the field of external relations, with national authorities, international organizations and Member States;
- have proven experience in managing crisis situations;
- have strong communication and analytical skills combined with sound judgment;
- have proven experience in and in-depth knowledge of CFSP and CSDP-related issues;
- have an excellent knowledge of external relations, internal policies and functioning of the Union, including experience in working in a Delegation/Embassy (or equivalent in an international organization);
- Past experience of working in a Delegation/Embassy (or equivalent in an international organisation) would be a strong asset;
- Knowledge of locally spoken languages, such as Russian, would be an asset.

Eligibility Criteria:¹

In accordance with Article 98 of the Staff Regulations (SR)² 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 12 years – for staff from diplomatic services this experience must have been gained from working in the diplomatic service of one of the Member States.

In order to satisfy the requirements set out in Article 12 of the CEOS, **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;

¹ All eligibility criteria must be satisfied on the closing date for applications, except if specified otherwise.

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.

4. have management experience of at least 9 years at senior level, commensurate with the responsibilities of the post⁴;
5. 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 Affairs 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:

- AD15 or AD16 and occupying a post at the level of Director General/Managing Director or equivalent function; or
- AD15 and occupying or having occupied a post at the level of Director or equivalent function for at least 2 years.

EEAS staff members at AD14 and occupying a post at the level of Director or equivalent function, with seniority of at least 2 years in that post and in that grade are also eligible.

APPOINTMENT OF EU STAFF MEMBERS

In the event of a successful application, EU staff members at AD15 or AD16 will be appointed at the same grade while EEAS staff members at AD14 will be promoted to AD15, 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 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 AD15.

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.

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.

⁴ 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.

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. 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 (issued within the past 6 months)** confirming their membership of a diplomatic service and the post applied for, as well as the guarantee of re-instatement after a possible contract.

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

The deadline for applications is **16 September 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

⁵ "Your personal data will be processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data . The privacy statement is available on EEAS Intranet (<https://intranet.eeas.europa.eu/page/eeas-work/data-protection/privacy-statements>) and on the EUROPA website (http://eeas.europa.eu/data_protection/rights/index_en.htm)."

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.

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.

PLACE OF EMPLOYMENT

BELGIUM, Brussels

JOB AVAILABLE FROM

1 September 2019