

**Vacancy notice 2019-155 HQ (AD) Head of Division EURCA.EAST.3
Russia**

EU Staff Members – AD 9-14 level post – Candidates from the Member States – AD 12

We are:

The European External Action Service (EEAS) supports the work of the High Representative in defining and implementing an effective and coherent foreign policy of the European Union. 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 of Vice President of the Commission for 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.

In the Managing Directorate for Europe and Central Asia, the Division "Russia" is responsible for strategic planning and policy definition related to EU relations with Russia; providing support and advice to the HR/VP and the EEAS management on all aspects of EU-Russia relations.

We propose:

The position of Head of Division "Russia".

Under the direct supervision of the regionally responsible Director and under the overall authority of the regionally responsible Managing Director, the Head of Division will hold the overall responsibility for the daily management of the Division. The post involves some travel.

Main responsibilities:

- Contribute to strategic planning and policy definition and provide overall direction of the activities within the Division for relations with Russia in the EEAS.
- Manage the relationship between the EU and Russia in line with the guiding principles established by the Council and within the political context, identify and where possible develop a mutually beneficial relationship, while asserting and defending the EU's interests.
- Provide support and advice, including the supervision of briefings, for the HR/VP, the EEAS management, the Commission and the President of the Council on the EU's relations with Russia
- Liaise on the above with the Commission, EU Member States and the European Parliament.
- Liaise closely and regularly with the EU delegation in Moscow
- Interact with diplomatic missions and international organisations in Brussels.
- Represent the EEAS in contacts with EU institutions and Member States, Russia and other third countries and international organisations.
- Communicate EU policy, ensure proactive communications planning (in cooperation with other services), and engage in public speaking events.
- Manage, organise and coordinate the activities of the Division and its staff: translating EU policy and priorities into specific goals, tasks and ways to achieve them.
- Motivate, coach and lead a multinational team; ensure efficient staff management in the Division.
- Monitor and ensure the timely implementation of goals and tasks assigned to the Division.

We look for:

Eligibility Criteria¹

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, 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 diplomatic services of the Member States;
2. have management experience of at least 3 years, commensurate with the responsibilities of the post³;
3. 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;
4. have at least 6 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.

Also, in order to satisfy the requirements set out in Article 12 of the CEOS, **Member State applicants must**:

1. be nationals 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 relevant professional experience of at least one year when the normal period of university education is at least three years.⁴
3. have gained at least 12 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;
4. provide a statement issued by their Member State Administration (e.g. Ministry of Foreign Affairs) confirming their employment by membership of a diplomatic service as well as mentioning 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.
5. 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.

Furthermore, **EU staff members** (i.e. EU officials, and temporary staff to whom Article 2(e) of the CEOS applies) applying for this post **must** be either AD9, AD10, AD11, AD12, AD13 or AD14.

EU staff members at AD8 are eligible to apply if they have at least 2 years seniority at that grade.

¹ All the eligibility criteria must be met on the closing date for applications to this post.

² http://ec.europa.eu/civil_service/docs/toc100_en.pdf and <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2010:311:0001:0008:EN:PDF>

³ 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.

⁴ 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.

Selection Criteria

The ideal candidate should have:

- a highly developed ability to establish and execute the responsibilities described above;
- excellent inter-personal skills and proven ability to work in a multi-cultural environment;
- documented management skills and diplomatic experience, including in EU institutions dealing with external relations, working with EU Delegations and/or Embassies of EU Member States in third countries;
- excellent understanding of the EU's CFSP, CSDP and EU external relations' policies and challenges facing the EU, including risks and opportunities;
- solid knowledge of EU internal policies and their external aspects;
- comprehensive knowledge and understanding of Russia and EU-Russia relations as well as the Eastern European Neighbourhood and related policies;
- good knowledge of the Russian language is considered an advantage.
- a very good understanding of EU inter-institutional relations and decision-making procedures, and notably the role of the EEAS and the European Commission in this context;
- excellent organisational skills and a proven capacity to work in complex and political environments and to think politically;

TYPE AND DURATION OF CONTRACT

If the successful candidate is an EU staff member, (s)he will be appointed in his/her existing grade.

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. The duration of the contract may not exceed four years, with the possibility of renewal. The appointment will be at AD 12 level.

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 is 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 (s)he does not already hold security clearance to an appropriate level, in accordance with the relevant security provisions.

The successful candidate will be required to act independently in the public interest and to make a declaration of any interests which might be considered prejudicial to his/her independence, as set out in the Staff Regulations and the CEOS.

EQUAL OPPORTUNITIES

The European External Action Service applies an equal opportunities policy.

APPLICATION AND SELECTION PROCEDURE⁵

The 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 recent statement by their Ministry for Foreign Affairs (issued within the past 6 months) confirming their membership of a diplomatic service.

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

Applications may be made until **16 September 2019 at 12h00 (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:

CCA-SECRETARIAT@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 shortlisted 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.

Shortlisted candidates might be invited to the Assessment Centre.

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).

CONTACT

Luc Devigne, Deputy Managing Director Europa and Central Asia

Luc.devigne@eeas.europa.eu

PLACE OF EMPLOYMENT

Brussels, Belgium

JOB AVAILABLE FROM

1 September 2019.