

Vacancy notice 2019/159– HQ (AD)

EEAS Vacancy Notice Administrator

Administrator – Legal Adviser – SG.AFFGEN.3

(EU Staff Members: AD05-09/ Candidates from Member States: AD07)

Job n. 320575

We are:

The European External Action Service (EEAS) supports the High Representative in the exercise of his/her mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), of representing the EU and of chairing the Foreign Affairs Council. It also supports the High Representative in his/her capacity as Vice-President of the Commission with regard to his/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 the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

The Legal Affairs Division of the EEAS provides legal advice to the HR and EEAS in the exercise of their responsibilities and tasks. In particular, the Legal Affairs Division provides oral or written advice on the legal and institutional aspects of the EU's external action, including in particular the CFSP and CSDP, as well as international law, upon request or on its own initiative; represents the HR and the EEAS before Union jurisdictions; participates in international negotiations; maintains the Treaties Office Database; cooperates closely with the Legal Services of the Council and the Commission; and provides internal advice on administrative, staff and management issues.

We propose:

Under the responsibility of the Head of the Legal Affairs Division, a position of legal adviser primarily responsible for advice on CFSP/CSDP matters, but also on non-CFSP external relations of the European Union, as well as international law; as required, that legal adviser may also be entrusted with other legal matters dealt with by the Division.

In particular he/she will have the following tasks:

- Provide legal analysis and advice on all matters pertaining to the EU's external action and external aspects of EU policies;
- Provide assistance in the drafting of proposals of the HR for Council decisions, as well as other initiative/documents prepared on behalf of the HR;
- Provide assistance in the context of the negotiation of international agreements, including the drafting of recommendations and proposals of the HR to the Council;
- Provide advice on questions of public international law.

We look for:

Eligibility Criteria¹

In accordance with article 29 (1) and 98 of the Staff Regulations (SR), candidates must be:

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;

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>

2. have a university degree in law, with a specialisation in EU law and/or public international law,
3. have knowledge of EU legal and institutional matters in the domain of EU external relations, including the CFSP;
4. have the capacity to draft legal texts in the working languages of the CFSP (either English or French with an advanced working knowledge of the other);
5. have at least 2 years' proven, pertinent external relations experience.

Also, in order to satisfy the requirements set out in Article 12 of the CEOS, candidates from national diplomatic services must:

- be nationals of one of the EU Member States;
- possess a level of education
 - a. which corresponds to completed university studies (in Law) attested by a diploma when the normal period of university education is four years or more, OR
 - b. which corresponds to completed university studies (in Law) 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
- 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
- candidates from national diplomatic services or those who are currently employed as temporary agents on the basis of article 2(e) CEOS must be able to provide a guarantee of reinstatement to service of their Member State upon termination of the contract, and must be 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, candidates must be in one of the grades **AD5 to AD9** in the post "ADMINISTRATOR" (AD5-AD9), or they must be AST officials who have successfully passed the certification procedures including AST staff members 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 2,3,4 and 5. Their candidatures will be considered only in the event that no suitable candidate can be found among candidates covered by article 29 (1) (a) and article 98 SR or article 29 (1) (b) SR.

SELECTION CRITERIA:

Candidates should:

- have experience and knowledge of CSDP-related issues;
- have the ability to maintain diplomatic relations and to ensure representation and communication in a complex, multicultural environment;
- have the capacity to create constructive working relations with national authorities, international organisations and EU Member States;
- have drafting, communication and analytical skills combined with sound judgement;
- have knowledge of external relations, internal policies and functioning of the Union.

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.

Furthermore:

- an advanced/post-graduate degree in EU law or international law;
- working experience within a legal service/department of an EU institution or the foreign ministry of a Member State;
- capacity to work in other languages than the CFSP working languages;
- experience of working in a team in multi-disciplinary and multi-cultural environment; and
- experience in international negotiations

would be strong assets.

TYPE AND DURATION OF CONTRACT

If the successful candidate is an EU official, she or he will be appointed according to Articles 29.1.(a)(i) or (ii) and 98.1 of the SR 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 staff members who 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 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 she or he does not already hold security clearance to an appropriate level, in accordance with the relevant security provisions.

Successful candidates will be required to act independently in the interest of the Union and to make a declaration of any interests which might be considered prejudicial to their independence, as set out in the Staff Regulation.

EQUAL OPPORTUNITIES

The 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

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 (EU) 2018/1725. The privacy statement is available on the EEAS homepage (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 **19/08/2019**. 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).

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 **19 August to 10 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 procedure, please use the following email address:

EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu

2. Pre-selection

The pre-selection process will be preceded by an eligibility check. 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 selection criteria 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. The Appointing Authority 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 re-assignment.

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