

**Head of Task Force Iran**  
**- EU staff members – AD 09-14 LEVEL POST**  
**- Candidates from the Member States – AD 12 LEVEL POST**

**We propose:**

The position of Head of Task Force Iran.

The Iran Task Force was established following the nuclear agreement of 14 July 2015 (Joint comprehensive plan of action - JCPOA) between the E3/EU+3 and Iran.

The mandate of the Task Force is mainly focused on:

- 1) the implementation of the JCPOA;
- 2) carrying out the framework for bilateral engagement, with additional responsibilities due to the lack of EU Delegation in Tehran;
- 3) fostering a more constructive regional environment.

With this purpose the task force works under the direct supervision of the EEAS Secretary General and in close consultation with the other EEAS departments and Commission services, as well as with the other institutions, third countries and civil society at large.

**Main responsibilities:**

- Management of the Task Force;
- Focal point for all issues pertaining to Iran;
- Support to the High Representative in her role as coordinator of the Joint Commission responsible for overseeing the implementation of the JCPOA;
- Coordination and development of a coherent framework for bilateral engagement with Iran in close cooperation with the Commission services;
- Exploration of ways to engage Iran in a more cooperative regional framework in close consultation with the Middle East and North Africa Department;
- Monitoring of general strategy and coordination of the JCPOA implementation (including on economic aspects in close coordination with EEAS sanctions divisions), development of bilateral relations and regional context;
- Communication and outreach to Member States, EU institutions, third countries and civil society.

**We look for:**

**Eligibility Criteria<sup>1</sup>**

In accordance with Article 98 of the Staff Regulations (SR)<sup>2</sup> 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)<sup>2</sup> 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 post<sup>3</sup>;

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

<sup>2</sup> [http://ec.europa.eu/civil\\_service/docs/toc100\\_en.pdf](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. 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.
5. EU officials in active service at the moment of the application cannot request to be recruited as Temporary Staff to whom Article 2(e) of the CEOS applies, i.e. staff seconded from national diplomatic services 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.<sup>4</sup>
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.

**EU staff members** (i.e. EU officials, and temporary staff to whom Article 2(e) of the CEOS applies) 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 staff members at AD09-14 will be appointed at their existing grade. Candidates at AD08 will be promoted to AD09.

EU staff members currently serving in a Delegation who are not in rotation list are not eligible. Considering the possible impact of an early departure, those in rotation will only be considered in the interest of the service.

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<sup>3</sup> 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.

<sup>4</sup> 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 proven ability to develop and execute a strategy for the responsibilities described above;
- have strong communication and analytical skills combined with sound judgment;
- 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;
- have excellent knowledge of the functioning of the Union and of its interinstitutional framework in general;
- have excellent knowledge of the EU's internal and external policies and instruments, in particular proven experience and in-depth knowledge of CFSP and CSDP-related issues;
- comprehensive knowledge and understanding of the JCPOA and the E3/EU+3 framework. Familiarity with sanctions and economic issues would be an asset;
- solid knowledge of the EU-Iran bilateral relationship, including its broader regional context.

## **TYPE AND DURATION OF CONTRACT**

If the successful candidate is an EU staff member, (s)he will be appointed in his/her existing grade. Candidate at AD08 will be promoted to AD09. The "Type of Post of the Person" will be "Head of Unit or equivalent".

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 PROCEDURE<sup>5</sup>

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 **4 November 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](mailto: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.

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<sup>5</sup> 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](http://eeas.europa.eu/data_protection/rights/index_en.htm)).

**PLACE OF EMPLOYMENT**

Brussels, Belgium

**JOB AVAILABLE FROM**

November 2019

**CONTACT**

Mr Denis Chaibi: [denis.chaibi@eeas.europa.eu](mailto:denis.chaibi@eeas.europa.eu)