

**Vacancy notice 2020/80– HQ (AD)****EEAS Vacancy Notice Administrator****Chair of CONUN Working Group, Division Global 6 (Multilateral Relations)****(EU Staff Members: AD 9-14 / Candidates from Member States: AD11)****Job n. 169819****We are:**

The European External Action Service (EEAS) supports the High Representative in the exercise of his mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), to represent the EU, and to chair the Foreign Affairs Council. It also supports the High Representative in his capacity as Vice-President of the Commission with regard to his 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, and is responsible for the EU's 144 delegations, 8 of which are to international organisations.

EEAS Global 6 is the division responsible for Multilateral Relations, notably for the EU's partnerships with the United Nations (UN) and the Council of Europe (CoE). Global 6 is a team of approximately 15 people who work on different aspects of these partnerships; ensuring support to the EU delegations to multilateral hubs (New York, Geneva, Vienna, Paris, Rome, Nairobi and Strasbourg); facilitating discussions with Member States (through the CONUN Working Group) and other institutions (notably the European Commission, through interservice work). Close cooperation with UN and Council of Europe actors is a regular part of our work.

The CONUN Chair is an integrated part of the Global 6 team, working with the Head of Division, the Managing Director and the PSC team to ensure that the views of Member States are integrated into policymaking on multilateralism.

**We propose:**

On behalf of the High Representative, the Chair of CONUN ensures the smooth running of the Working Group, in accordance with the Council rules of procedure and the mandate of the Group. CONUN provides strategic guidance on multilateralism, with a special focus on UN reform and effectiveness (ref. doc. 5767/16). The Chair is responsible for the good management of the working group's work and contributes to the planning, processing and substance of policy work on the UN and multilateralism. This includes the preparation of files going through PSC and COREPER/Foreign Affairs Council, for example the Council Conclusions on EU priorities at the UN General Assembly. The Chair will work in close cooperation with and under the guidance of the Managing Director.

The successful candidate will be integrated in the Multilateral Relations Division. He/she will work in close cooperation with the Head of Division and other colleagues in the EEAS Human Rights, Global & Multilateral Issues Department, as well as other relevant departments, EU Delegations and institutions as required, and may also be asked to carry responsibility for a number of policy files within the division.

**Legal basis:**

The vacancy is to be filled in in accordance with the following articles of the Staff regulations<sup>1</sup> (SR): Article 29(1)(a) SR and Article 98 SR; Article 29(1)(b) SR.

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<sup>1</sup> Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference, see: <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

## ELIGIBILITY CRITERIA<sup>2</sup>

Further to the conditions set out in Article 28 SR and 12 CEOS, candidates must:

1. be a permanent official of the Union, or a temporary agent to whom Article 2(e) CEOS applies, or staff from a national diplomatic service of an EU Member State.
2. have the capacity to work in languages of the CFSP and external relations necessary for the performance of their duties. Knowledge of other EU languages would be an asset
3. have at least 3 years' proven, pertinent experience in external relations;

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

4. 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>3</sup>.
5. have gained at least 10 years' full time professional experience. This experience must have been gained after obtaining the four-years diploma or after obtaining the three-years diploma and the one year relevant professional experience
6. candidates from national diplomatic services and current temporary agents according to Article 2(e) CEOS must be able to return to active service in their Member State after the end of their period of service to EEAS. Furthermore, they must be in a position to serve during the full duration of their assignment within the maximum duration of engagement in the EEAS, as foreseen in Article 50b(2) SR and the Council Decision of 26 July 2010 (2010/427/EU).

### Clarifications:

- EU officials and temporary staff to whom Article 2(e) of the CEOS applies ("EU staff members") must be one of the grades AD 09 to AD 14 (or have occupied as the last post before their change in administrative status<sup>4</sup>), or an AST official at grade AST 09 to AST 11 and who has successfully completed the certification procedure, or an EEAS staff member at grade AD 08 and with at least 2 years' seniority at that grade.
- In the event of a successful application, EU staff members at AD 09-14 will be appointed at their existing grade. EEAS staff members at AD 08 will be promoted to AD 09.
- Candidates who at the moment of the application are EU officials, independently of their administrative status, 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
- Applications from officials currently serving in a Delegation are, in principle, not eligible and may only be considered in the interest of the service or in case of an application for a higher type of post ("career progression"). This is due to the need to ensure sound financial management of the limited financial resources, given the fact that the assignment of a staff member to a Delegation has important budgetary and business continuity implications.
- "Career progression" refers to applications for a higher type of post according to Annex I SR. In this case it refers to EU officials in the function group AST who are on the list drawn

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<sup>2</sup> All the eligibility criteria must be met on the closing date for applications to this post.

<sup>3</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 6.

<sup>4</sup> In accordance with Article 35 SR

up according to Article 45a(c) SR ("certification procedure") and apply for their first AD post.

- In order to be considered as a candidate from national diplomatic service in the sense of Article 98 SR, such candidates shall provide at the moment of their application a certificate from their national diplomatic service which will clearly state that they are staff from national diplomatic service, as well as a guarantee of "immediate reinstatement at the end of their period of service to the EEAS" in accordance with Article 50b(2) CEOS.

## **SELECTION CRITERIA:**

Candidates should:

- have an excellent ability to maintain diplomatic relations and to ensure representation and communication in a complex, multicultural environment;
- have an excellent capacity to create constructive working relations with national authorities, international organisations and EU Member States;
- have strong drafting, communication and analytical skills combined with sound judgement;
- have excellent knowledge of external relations, internal policies and functioning of the Union;
- have the ability to lead negotiations in a Working Group setting;
- have experience and knowledge of CFSP and CSDP-related issues;
- be able to work in both English and French.

Furthermore:

- experience of working in an Embassy, a Delegation (or equivalent in an international organisation);
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience of negotiations;
- experience of working with the United Nations;

would be strong assets.

## **TYPE AND DURATION OF CONTRACT**

The position will be available as of 1 September 2020.

In accordance with Article 50b CEOS, if the successful candidate is from a national diplomatic service, she or he will be offered a contract as temporary agent under Article 2(e)CEOS at the level AD 11<sup>5</sup> for a maximum period of four years which can be renewed for a maximum period of four years.

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 members are required to complete successfully a probationary period of 9 months.

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<sup>5</sup> The basic salaries offered by the EU institutions are set out in Article 66 of the Staff Regulations. The current level, can be accessed via the link: [https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52018XC1214\(01\)&from=EN](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52018XC1214(01)&from=EN)

## 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 (EU Secret), in accordance with the relevant security provisions.

The successful candidate must undergo a medical examination to ensure that she or he is physically fit to perform her/his duties.

The successful candidate 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 her or his independence, as set out in the Staff Regulation and CEOS.

## EQUAL OPPORTUNITIES

The External Action Service applies an equal opportunities policy.

## APPLICATION AND SELECTION PROCEDURE<sup>6</sup>

The procedure will take place in three different and successive steps:

### 1. Application

Candidates may apply to the post of "**2020/80 - HQ (AD)– Chair of CONUN Working Group – GLOBAL.6**".

**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 **11 March 2020**. 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 **11/03/2020 to 01/04/2020 at 12.00 midday (Brussels time)**. Please note that the only way to submit an application is using the on-line system.

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<sup>6</sup> Your personal data will be processed in accordance with Regulation (EC) 2018/1725. The privacy statement is available on EEAS webpage: [http://eeas.europa.eu/data\\_protection/privacy/index\\_en.htm](http://eeas.europa.eu/data_protection/privacy/index_en.htm)

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](mailto:EEAS-HQ-APPLICATIONS-AD@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 pre-selected 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.

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