

EEAS Vacancy Notice
Director, Deputy Managing Director Global
EU Staff Members - AD 14-15 Level post
Candidates from the Member States – AD 14 Level post

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), of representing the EU and of chairing 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.

The Managing Directorate for Human Rights, Global and Multilateral issues covers thematic issues and contributes to the political objective of promoting human rights and democracy, including electoral observation; climate change and environment, trade and economic issues, migration, digital transition, development policy and multilateral matters and international cooperation, including Agenda 2030 and implementation of the SDGs. The MD is responsible for shaping policy on these global and multilateral challenges. The Directorate has a Managing Director and a Director/Deputy managing Director and is composed of six divisions: human rights; economic and global issues; democracy and electoral observation; migration and human security; development cooperation coordination and multilateral relations. It also includes the Chairs of the working groups CONUN and COHOM.

We propose:

The position of Director, Deputy Managing Director, for Human Rights, Global and Multilateral Issues.

Working under the authority of the Managing Director for Human Rights, Global and Multilateral Issues, the Director, Deputy Managing Director, will assist the Managing Director in providing strategic guidance and day-to-day management of the Directorate.

The main tasks of the Director, in close cooperation with the Managing Director are to:

- Ensure strategic guidance on the issues covered by the MD, including to EU Delegations, and when necessary providing proposals on new strategic orientations to the High Representative/Vice President of the Commission;
- Support and deputise for the Managing Director on all subjects and responsibilities of the Department, including on policy formulation and implementation as well as on staffing and administrative files to ensure the smooth running of the Department.
- Provide strong support to the international rules-based system and the multilateral system, with UN at the core, at all levels, through concrete initiatives and backing for UNSG's reform efforts, bearing in mind the changing geopolitical environment

- Contribute to the definition of policy with regard to human rights and democracy, ensuring coherence and co-ordination within the EEAS and with Commission services and Member States, including working closely with the EU Special Representative for Human Rights and the Chair of COHOM.
- Contribute to building common positions and promote the EU's interests in multilateral fora, working in close coordination with the EU's multilateral delegations in New York, Geneva, Vienna, Paris, Rome and Strasbourg.
- Promote EU election observation missions, including the follow-up, and contribute to the programming and implementation of the various types of missions and work in consultation with Member States, the European Parliament and international organisations.
- Develop in a systematic manner the external dimension of internal EU policies to ensure policy coherence, working closely with the Commission to project the EU's interests in partner countries on global issues notably the Green Deal, the digital transition and migration but also on new technologies, oceans and energy.
- Coordinate development policy within the EEAS and cooperate closely with Commission services, notably DG DEVCO, on policy development and programming of financial instruments, in line with the EEAS steering role;
- Reinforce the role and visibility of the EEAS on the international scene and ensure effective representation of the EEAS in various external fora with third countries, and in meetings with Member States, multilateral organisations (notably the UN), civil society, and the European Parliament;
- He/she will coordinate closely with the services of the Commission, Council and Member States, European Parliament in pursuing and developing the EU's policy objectives with regard to the different policies.

This position is a Director type of post (AD 14-15 Level). Candidates from the diplomatic services of the Member States would be recruited at AD 14 Level.

The place of employment is Brussels. The post involves extensive travel.

The post will, in principle, be for a four-year duration.

LEGAL BASIS:

The vacancy is to be filled in accordance with the following articles of the Staff regulations¹ (SR): Article 29(1)(a) SR and Article 98 SR; and Article 29(1)(b) SR.

¹ 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>

We look for:

Selection criteria:

Applicants should:

- Have an established track-record of leading a large department/directorate in an international/multilateral context, with the capacity to manage, lead and inspire, including in high-pressure situations; excellent managerial and decision-making abilities;
- Have an excellent ability to maintain diplomatic relations at senior level and to ensure representation, communication and management in a complex multicultural environment, and in negotiations with Member States, third countries and International Organisations;
- Have an in-depth knowledge and understanding of the EU's external as well as internal policies, its decision-making processes, and key issues relating to the Department's mission statement and multilateral institutions;
- have an excellent knowledge of external relations, internal policies and the functioning of the Union;
- Have a clear understanding of the political situation and challenges in the EU, its Member States, and the wider world, with a good sense for political developments and the ability to implement political orientations swiftly and efficiently;
- Have proven work experience in the areas of:
 - Working with multilateral institutions , notably the UN system ,
 - Global challenges and thematic issues from climate change to Agenda 2030, from migration, energy to global health issues and digital matters
 - human rights, democracy and good governance,
 - development cooperation and policy, and some insight into programming;
- Have strong analytical skills combined with sound political judgement, as well as excellent oral and written presentation, communication and negotiation skills;
- have an established track record in managing human and financial resources. Knowledge of EU budgetary, administrative and human resources policies would be a strong asset;
- Have the ability to create and maintain a strong network of contacts with internal and external stakeholders (including Member States, the European Parliament, third countries, International Organisations, NGOs);
- Have the ability to put into practice human resources management principles and maintain a strong team spirit, ensuring high performance levels in stressful situations and against tight deadlines; and
- Have an established track record of leading work in the area of crisis management, conflict resolution and reconciliation.

Experience of working in a Delegation/Embassy (or equivalent in an international organisation) would be a strong asset.

ELIGIBILITY CRITERIA²:

- GENERAL

Further to the conditions set out in Art 28 of the Staff Regulations (SR) or Art 12 of the Conditions of Employment of Other Servants (CEOS)¹, candidates **must**:

1. be permanent officials of the Union institutions, or temporary agents to whom Article 2(e) of the Conditions of Employment of Other Servants (CEOS)¹ applies, or staff from diplomatic services of the Member States;
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 also be an asset;
3. have proven, pertinent external relations experience of at least 10 years – for staff from diplomatic services this experience must have been gained from working in the diplomatic service of one of the Member States;
4. have management experience of at least 7 years at relevant level, commensurate with the responsibilities of the post (candidates must indicate in their CV's, at least for the minimum 7 years required: (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; candidates are invited to focus in their motivation letters also on their management and interpersonal skills and illustrate these with concrete examples);

- SPECIFIC ELIGIBILITY CRITERIA FOR EU OFFICIALS AND TEMPORARY AGENTS FROM NATIONAL DIPLOMATIC SERVICES TO WHOM ARTICLE 2(E) OF THE CEOS APPLIES (“EU STAFF”)

1. EU staff members (i.e. EU officials, and temporary staff to whom Article 2(e) of the CEOS applies) must be either³:
 - AD14 or AD15 and occupying a post at the level of Director or equivalent function, or;
 - AD14 and occupying or having occupied a middle management post for at least 2 years, or;
 - AD13 and occupying or having occupied a middle management post or equivalent function for at least 2 years, with at least 2 years seniority at AD13.

In the event of a successful application, EU staff members at AD14 to AD15 will be appointed at the same grade. EU staff members at AD13 will be promoted to AD14.

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

³ Notwithstanding this criterion, and in order to ensure equality of treatment between candidates from the different statutory sources of EEAS recruitment, the Appointing Authority may, in exceptional and duly justified cases and solely in the interests of the service, decide to accept an application for a post from EU staff members whose grade would otherwise exceed the bracket specified for the post in question. Such decision may only be made within the limits contained in the EEAS establishment plan.

2. 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, applications from staff members currently serving in a Delegation and who are not in rotation, 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 (further on, "career progression")⁴.
3. 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.

- SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE DIPLOMATIC SERVICES OF THE MEMBER STATES

In line with Art 12 of the CEOS and in accordance with the needs of the service, candidates from the diplomatic services of Member States of the Union must:

1. (i) possess a level of education which corresponds to completed university studies, attested by a diploma, when the normal period of university education is four years or more;

Or

(ii) possess a level of education which corresponds to completed university studies, attested by a diploma, plus relevant professional experience of at least one year, when the normal period of university education is at least three years;

2. Have at least 15 years full-time professional experience. This experience must have been gained after completing university studies of four years, or of three years plus one year relevant professional experience, as set out at point 1 above.

Candidates must indicate their level of education and professional experience on the application form.

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. The candidate shall provide a statement issued by her or his Ministry of Foreign Affairs confirming their membership of a diplomatic service, and indicating the post applied for 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.

⁴ "Career progression" refers to applications of for a higher type of post according to Annex I SR. It is designed to allow staff to develop within the organisation. In this case, it refers to staff members with at least 2 years of seniority in Middle Management who are applying for a Director post. It is in the interest of the service that EU staff members in a delegation and who wish to apply for a post on the basis of career progression should have spent at least 2 years on their current post when they take-up duty.

Furthermore, candidates from national diplomatic services and current temporary agents according to Article 2(e) CEOS 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).

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. The salary and conditions of appointment will be those laid down in the CEOS for temporary agents of AD14.

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 are required to complete successfully a probationary period of 9 months. A management probationary period is also required.

PLACE OF EMPLOYMENT

Brussels (Belgium)

JOB AVAILABLE FROM

1 September 2020

SPECIFIC CONDITIONS OF EMPLOYMENT

The successful candidate will be required to undergo security vetting if he/she does not already hold EU SECRET level security clearance, 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.

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 **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.

The closing date for the submission of applications is **15 May 2020 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

2. Pre-selection

The pre-selection will be done by a panel 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.

Shortlisted candidates might be invited to an Assessment Centre.

⁵ 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/rights/index_en.htm

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.

CONTACT

Ms Lotte KNUDSEN, Managing Director GLOBAL
Email: lotte.knudsen@eeas.europa.eu