



EUROPEAN EXTERNAL ACTION SERVICE (EEAS)

Management positions at EU Delegations

Vacancy Notices ROTATION 2024

The European External Action Service (EEAS) is looking for individuals for posts of Head of Delegation or Deputy Head of Delegation, which will become vacant in the context of the 2024 rotation exercise.

The European Union currently has 145 delegations, eight of which are to international organisations. In all, more than 400 officials and 2300 other staff are currently serving in these Delegations.

The work of a Delegation varies from country to country but, in general, covers political matters, trade, press and information, aid management and the external aspects of internal EU policies.

The EU Delegations are placed under the authority of the High Representative of the Union for Foreign Affairs and Security Policy, who is also Vice President of the European Commission.

All positions are available as from 1 September 2024 unless otherwise indicated. The length of the post is indicated in the respective heading. However, the length is always subject to the evolution of the living and working conditions (LCA) in the respective post.

Within this rotation, a total of 42 Head of Delegation and 11 Deputy Head of Delegation posts are published. Below you can find the general description of the main tasks and duties on the function of Head of Delegation and Deputy, followed by general selection criteria. You will find more detailed information on the post or/and eventual specific requirements for the posts in the list with posts available.

GENERAL INFORMATION

For LEGAL BASE, GENERAL ELIGIBILITY CRITERIA, APPLICATION and SELECTION PROCEDURE and CONDITIONS OF EMPLOYMENT AND RECRUITMENT please refer to the Decision of the High Representative for Foreign Affairs and Security of 1 July 2021 on the periodic service of officials and temporary agents in Union Delegations (Admin (2021) 221) and the "Guidelines for the 2024 Rotation exercise – AD posts in EU delegations (external publications)".

HEAD OF DELEGATION – main tasks and duties

The Head of Delegation of the European Union assists the High Representative and the Commission in fulfilling their mandates in the field of external relations and, in general, has the following tasks:

- To represent the EU, to ensure the EU local coordination, and to ensure a high degree of consistency between the different areas of the EU's external actions and between these and its other policies;
- To ensure bilateral or multilateral relations, notably in the political, economic, commercial, security and development cooperation fields and to carry out and promote regular political dialogue or negotiate on behalf of the European Union;

- To pursue the EU's policies and their local coherence in all areas, to promote and protect the EU's interests and values, and to promote the visibility of the EU by carrying out press, information and communication activities, including public diplomacy;
- To maintain contacts, exchange information and coordinate with Member States in the implementation of EU policies and to report regularly to the Headquarters of the EEAS and the Commission, as appropriate, on all matters covered by his/her mandate and maintain relations with other EU institutions as well as any regional and international organisations;
- To provide advice to the Headquarters of the EEAS and to the Commission as appropriate on policy issues and developments arising within the framework EU-bilateral or multilateral relations;
- To play an important role with Headquarters (EEAS/INTPA/NEAR) in the implementation of the multi-yearly programming for the 2021/2027 Financial Perspective in countries where the EU has a cooperation programme;
- To ensure sound management of the Delegation, including, financial management and correct application of the existing rules concerning the security of individuals (including the families of expatriated staff), goods and property, as well as information; manage crises and ensure continuity of Delegation operations, including in the framework of business continuity.
- To ensure effective people management and support the EEAS in further professionalising human resources policies and its management culture, including cultivating a respectful working environment.

DEPUTY HEAD OF DELEGATION- main task and duties

The Deputy Head of Delegation of the European Union assists the Head of Delegation in carrying out his/her tasks as described above, provides advice and support to the Head of Delegation in all key areas and represents him/her in his/her absence. In particular, the Deputy Head of Delegation assists the Head of Delegation in the management of all staff and financial resources.

More specifically, the Deputy Head of Delegation:

- Ensures efficient overall operation of the Delegation by co-ordinating the Delegation's work across all sections and ensures implementation and follow-up of key sectoral, thematic and horizontal tasks;
- Provides guidance and support to the administration section, including security issues;
- Ensures a well-functioning administration of the Delegation, including sound contractual and financial management respecting relevant standards, instructions, rules and regulations within the framework of the sub-delegation of powers as authorising officer and on behalf/in substitution of the Head of Delegation;
- Oversees the preparation of the administrative budget with the Administrative Section and HOD;
- Oversees all procedures related to the implementation of the administrative budget; visa of reports on administrative expenditures (HOD signature);
- Acts as authorising officer by sub-delegation for administrative expenditures.

SELECTION PROCESS

1. PRE-SELECTION PHASE

The applications of the candidates will be screened in the pre-selection phase according to the following general selection criteria and the specific criteria/requirements mentioned under the vacant posts listed below.

Those eligible candidates who best meet the selection criteria on the basis of the requirements of the post shall be invited to an interview by the panel.

1. General skills and competencies

- Have an excellent ability to maintain diplomatic relations at a senior level and to ensure representation, communication and management in a complex, multicultural environment;
- Have an excellent capacity to play a lead role in negotiations in the field of external relations with national authorities, international organisations and EU Member States;
- Have strong communication and analytical skills combined with sound judgement;
- have proven experience in leading and motivating teams, particularly in a multi-disciplinary and multi-cultural environment;
- Have good knowledge and/or experience in budgetary, administrative and financial management.

2. Knowledge/experience in functioning of the European Union

- Have excellent knowledge of the external relations, internal policies and functioning of the Union;
- Have proven experience in and knowledge of CFSP and CSDP-related issues;

3. Regional knowledge and language skills

- Have proven experience in and knowledge of the key areas of activity of the Delegation;
- Have the language skills required for a specific post;

Furthermore,

- Candidates must be able to work in a different socio-cultural environment and to adapt quickly to evolving situations.
- Experience in working in a Delegation or an Embassy, an international organisation, or significant experience of external relations in the field, including CSDP missions, would be a strong asset.

2. INTERVIEW PHASE

Candidates who have been pre-selected will be interviewed by a dedicated selection panel on the general criteria and the specific criteria relevant for the post. Candidates shortlisted after the interview who have not yet been a Head of Delegation of the European Union or Deputy Head of Delegation classified as management posts, will have to undergo an individual assessment centre to test their management skills. Several behavioural competencies from the EEAS competency framework will be assessed by an external consultant. The dedicated panels will decide on the final shortlist based on the profile, the interview and the assessment centre results (if applicable).

The selection panel will recommend a shortlist of candidates to the appointing authority (AIPN).

The High Representative, in accordance with Article 95(2) of the Staff Regulations, submits the list of shortlisted candidates for each post of Head of Delegation and Deputy Head of Delegation to the College of Commissioners, on the basis of the recommendation of the interview panels.

For Heads of Delegation, the Appointing Authority (AIPN) is the High Representative. For Deputy Heads of Delegation, the Appointing Authority is the Director for Budget and Human Resources

Once the College of Commissioners has agreed on the shortlists, the High Representative can make his decision. An interview with the AIPN may be part of the selection process.

HEAD OF DELEGATION POSTS

Below are the Head of Delegation posts that are available in this Rotation.

A. SENIOR MANAGEMENT

1. Head of Delegation to BOSNIA AND HERZEGOVINA (REF: EEAS/2024/HOD-BOSNIA & HERZEGOVINA/ EUSR) – 4 year posting
Grade: EEAS AD14-15/TA AD14

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 89 staff, of whom 11 are officials, temporary agents or contract agents and in his/her capacity as EUSR a further 62 staff of whom 13 international staff). He/she also manages financial resources (an administrative budget of €6m for the Delegation and around €5.4m for the EUSR). Further, under the Instrument for Pre-accession Assistance the Delegation is responsible for implementing programmes amounting up to approximately €70m a year.

The key areas of the Delegation's work are the political and security fields (including CFSP and CSDP), governance and functionality, rule of law and economic affairs, the enlargement strategy and the Stabilisation and Association Process, as well as implementation and management of the EU financial assistance portfolio. Liaison with all relevant EU actors, including Member States and the EUFOR Althea military mission, as well as international partners, is particularly important.

Knowledge of local languages and knowledge of the region is an asset.

Place of employment: Sarajevo, Bosnia and Herzegovina

2. Head of Delegation to CANADA (REF: EEAS/2024/HOD-CANADA) – 4 year posting
Grade: EEAS AD14-15/TA AD14

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 24 staff - 9 of whom are officials) and financial resources 2020 administrative budget of approximately €2.1M).

The Delegation is active across a very wide policy spectrum promoting and implementing the Strategic Partnership Agreement (SPA) and the Comprehensive and Economic Trade Agreement (CETA) as well as other sectoral agreements. Key areas of activity of the Delegation are diplomatic, economic and trade relations, foreign policy and security relations, energy, climate change, environment, development cooperation, UN matters, the Arctic, justice and home affairs, election observation, democracy and human rights, science, and research. The Delegation plays a crucial role in representing the EU in Canada and in informing, working and co-ordinating with all 25 Member States in ensuring EU coherence in all areas.

The candidate should have experience in transatlantic relations or in working with another partner country across a very wide array of policy areas.

Knowledge of French is an asset.

The place of employment is Ottawa, Canada.

3. Head of Delegation to EGYPT (REF: EEAS/2024/HOD-EGYPT) – 3 year posting
Grade: EEAS AD14-15/TA AD14

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 90 staff, of whom 14 (11+3) are officials/temporary agents) and financial resources (an administrative budget of approximately €6,4M).

Within the framework of the European Neighbourhood Policy and the EU–Egypt Partnership priorities, the key areas of activity of the Delegation are political relations, analysis and reporting, cooperation in a large array of policy areas of common interest, security, migration, relations with civil society and non-state actors and public diplomacy. The relations between Egypt and the broader region, the promotion of the EU human rights agenda, the support for democratic transition and economic, structural and institutional reforms, and the support to the intensification of economic and commercial relations are key priorities for the European Union. The Head of Delegation is responsible for the implementation of cooperation programmes and management of

funds, principally under the European Neighbourhood Instrument (ENI) with a bilateral envelope for 2021-2024 of € 240 million.

The Delegation is also accredited to the League of Arab States and covers EU-League of Arab States relations. A working knowledge of Arabic is an asset.

Place of employment: Cairo, Egypt.

4. Head of Office to KOSOVO/EUSR (REF: EEAS/2024/HOO-KOSOVO) – 4 year posting

Grade: EEAS AD14-15/TA AD14

The Head of Office is responsible for management of all staff (EEAS and Commission: 109 posts in the EU Office, of whom 45 are officials, temporary agents, contract agents or seconded national experts, and in his/her capacity as EUSR a further 40 staff of whom are 16 international staff) and financial resources (an administrative budget of approximately €2.9m for the EU Office and €2.8m for the EUSR). Further, under the Instrument for Pre-accession Assistance the Delegation is responsible for implementing programmes amounting up to approximately €62m a year.

The key areas of activity of the Delegation are political and security issues, crisis management, the enlargement strategy and the Stabilisation and Association Process, including promotion of EU related reforms and implementation of the Stabilisation and Association Agreement, public diplomacy and trade as well as implementation and management of the EU financial assistance portfolio. Liaison with all relevant EU actors, including Member States and the EULEX rule of law mission, as well as international partners, is particularly important.

Experience in managing crisis situations is an asset.

Place of employment: Pristina, Kosovo.

5. Head of Delegation to MEXICO (REF: EEAS/2024/HOD-MEXICO) – 4 year posting

Grade: EEAS AD14-15/TA AD14

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 31 staff - 8 of whom are officials) and financial resources (2022 administrative budget of approximately €3.7M; projects under i.e. thematic and regional programmes, NDICI, Global Gateway and the Partnership Instrument managed by the Delegation (currently amounting to approx. 53 M€ and with an allocation of €60M for the period 2021-27 under the NDICI regional programme).

Mexico is an EU Strategic Partner. The key areas of activity of the Delegation are political dialogue, cooperation, economic relations including trade and investment, implementation of the EU-Mexico Global Agreement, human rights, security, climate change, environment and the Green Transition.

Good knowledge of Spanish is an essential requirement.

The place of employment is Mexico City.

6. Head of Delegation to TURKIYE (REF: EEAS/2020/HOD-TURKIYE) – 4 year posting

Grade: EEAS AD14-15/TA AD14

The Head of Delegation is responsible for the management of all staff (EEAS and Commission: 184 staff, of whom 19 are officials/temporary agents, in addition to a varying number of ECHO experts -currently about 60) and financial resources (an administrative budget of approximately €9 million).

The Delegation also manages annually €600 million of Pre-accession Funds (will be reduced in the future) and also in charge of managing funds under the 2016 Joint Statement, in support of hosting Syrian refugees, so far totalling €6 billion under the Facility for Refugees in Turkey (FRiT) for 2016-2023 plus additional funding [future funding tbc].

The key areas of activity of the Delegation are political issues (including CFSP/CSDP), crisis management, migration, trade, infrastructure work, environment, energy and transport matters, institutional development and the promotion of EU-related reforms in a pre-accession framework, public diplomacy, as well as implementation and management of the EU financial assistance portfolio.

Place of employment: Ankara, Turkiye

7. Head of Delegation to the UN GENEVA (REF: EEAS/2024/HOD-UN GENEVA) – 4 year posting
Grade: EEAS AD14-15/TA AD14 – post available as of 1 January 2025.

The Head of Delegation is responsible for the management of all staff (EEAS and Commission: 36 staff, of whom 22 are officials/temporary agents) and financial resources (an administrative budget of approximately €4.6M per year and an operational budget – for press and information – of approximately €72.000 per year).

The key areas of activity of the Delegation are political matters (related notably to peace and security, human rights and development, including digital and global health), external aspects of internal EU policies, including non-trade related aspects of economic policies, and press and information. The Delegation maintains relations with the various UN agencies and bodies and other organisations based in Geneva, including the Human Rights Council, the Office of the High Commissioner for Human Rights, the Conference on Disarmament, the UN High Commissioner for Refugees, the International Office for Migration, the International Committee of the Red Cross, the World Health Organisation, the International Telecommunications Union, the International Labour Organisation, the UN Conference on Trade and Development, the UN Economic Commission for Europe and the World Intellectual Property Organisation.

Place of employment: Geneva, Switzerland

B. MIDDLE MANAGEMENT

8. Chargé d’Affaires to AFGHANISTAN (REF: EEAS/2024/HOD-AFGHANISTAN) – 2 year posting
Grade: EEAS AD9-14/TA AD12

The Chargé d’Affaires is responsible for the management of all staff (EEAS and Commission: 50 staff, of whom 8 are officials/temporary agents) and financial resources (an administrative budget of approximately €6.8M and an operational budget of approximately €300 per year). Due to the security arrangements in the EU compound in Kabul the staff of the EU Delegation, including the Chargé d’Affaires, operates on the basis of rotation shifts alternating their presence in Kabul with work from HQ in Brussels, respectively in DG INTPA and EEAS buildings.

The role of the EU Delegation in Kabul is amplified by the fact that, since the take-over of Kabul by the Taliban de facto authorities, it remains the only diplomatic representation of the EU with a physical presence in Afghanistan. EU Member States’ foreign services regularly call on the EU Delegation to help with the logistics of visits, to organise and host meetings, but also in case of consular matters related to EU nationals.

In the context of the ongoing political developments in the country, the focus of the EU Delegation is very much on the delivery of political messages to the Taliban interim government on issues related to the strategic EU priorities. The EU Delegation remains active on the respect of fundamental rights, notably of the rights of women and girls as well as minority groups, and the delivery of basic services.

Ensuring the security of the Delegation staff members and of the premises of the EU Delegation will require a particular attention by the post holder.

Good knowledge of the region and prior experience of a hardship post are assets.

Family members are not, at the present time, permitted to join staff at the Delegation in Afghanistan.

Place of employment: Kabul, Afghanistan

9. Head of Delegation to ALGERIA (REF: EEAS/2024/HOD-ALGERIA) – 3 year posting
Grade: EEAS AD09-14/TA AD12

The Head of Delegation is responsible for the management of all staff (EEAS and Commission: 54 staff, of whom 11 are officials/temporary agents) and financial resources (an administrative budget of approximately €2.4M and an operational budget of approximately €40M per year).

EU relations with Algeria fall under the EU Neighbourhood policy and the EU-Algeria Association Agreement (AA). In addition to the follow up of political and socio-economic developments, including analysis and reporting, the Head of Delegation will also follow policy dialogues in all sectoral areas included in the AA. Key specific areas of interest and activity are trade, energy, environment, migration and mobility, security,

including counterterrorism and regional stability. The Head of Delegation will maintain close relations with the Algerian authorities as well as with civil society and non-state actors. The Head of Delegation is responsible for the implementation of cooperation programmes and the management of funds, principally under the geographical instrument applicable. The annual average of EU assistance is 40MEUR.

Excellent knowledge of French is an essential requirement. Knowledge of Arabic is an asset.
Place of employment: Algiers, Algeria.

10. Head of Delegation to BANGLADESH (REF: EEAS/2024/HOD-BANGLADESH) – 3 year posting
Grade: EEAS AD9-14/TA AD12

The Head of Delegation is responsible for the management of all staff (EEAS and Commission: 65 staff, of whom 10 are officials/temporary agents) and financial resources (an administrative budget of approximately €2.7M and an operational budget of approximately 100M per year).

The key areas of activity of the Delegation are dealing with the broad political and economic agenda between the EU and Bangladesh, incl. 'Everything but Arms' enhanced engagement; LDC graduation and GSP+ application, as well as the Rohingya refugee crisis. The Delegation plays a particular role in the implementation of the Cooperation Agreement. A further key area of activity concerns the design and implementation of different development programmes.

Place of employment: Dhaka, Bangladesh

11. Head of Delegation to BENIN (REF: EEAS/2024/HOD-BENIN) – 3 year posting
Grade: EEAS AD9-14/TA AD12

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 38 staff - 6 of whom are officials) and financial resources (2020 administrative budget of approximately 1.8 M€; cooperation budget - 372 M€ for the period 2014-2020).

The key areas of activity of the Delegation are political, economic and co-operation matters, in particular good governance and local development, infrastructure and regional integration, budget support and poverty reduction.

Considering the risks of spill over of insecurity from the Sahel, and the actions of terrorist armed groups in Northern Benin, security and peace are becoming key components of EU action in the country, including a regional approach (with both the Accra initiative and ECOWAS). Maritime security is also an important matter, as the country is covered by the EU strategy for the Gulf of Guinea. Approach to democracy and the Rule of Law, as well as promotion and respect of Human Rights, will also be an important priority in this country

Knowledge of/experience in crisis management is an asset. Intensive dialogue is also necessary with stakeholders (government and civil society), as well as international community present in Benin.

Excellent knowledge of French is an essential requirement.
The place of employment is Cotonou, Benin.

12. Head of Delegation to BOLIVIA (REF: EEAS/2024/HOD-BOLIVIA) – 3 year posting
Grade: EEAS AD9-14/TA AD12

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 36 staff, of whom 7 are officials/temporary agents) and financial resources (an administrative budget of approximately €2.5M and a budget of around €26M per year for EU Development cooperation under the MIP for 2021-2027).

The key areas of activity of the Delegation are political matters, democracy and governance, human rights, press and information, public diplomacy, development cooperation, regional integration and trade, as well as external aspects of Union's policies (sustainable development, climate change, energy, science & technology, transport, etc.).

Knowledge of regional integration processes is an asset.
Good knowledge of Spanish is an essential requirement.
Place of employment: La Paz, Bolivia.

13. Head of Delegation to CENTRAL AFRICAN REPUBLIC (REF: EEAS/2024/HOD-CENTRAL AFRICAN REPUBLIC) – 2 year posting
Grade: EEAS AD9-14/TA AD12

The Head of Delegation is responsible for the management of all staff (EEAS and Commission: 52 staff, of whom 7 are officials/temporary agents) and financial resources (an administrative budget of approximately €3.3M).

In addition, the Head of Delegation is responsible for the management of the bilateral development cooperation, financed in particular through the NDICI 2021-2027 (initial allocation of EUR 172 M for 2021-2024); remaining projects of the EU Trust Fund Bêkou (end in December 2021); and projects under the Rapid response mechanism (EUR 10 M).

The key areas of activity of the Delegation are political, press and information matters, public diplomacy, development (basic services, resilience, jobs creation) and humanitarian assistance, peace/reconciliation and security issues, incl. security sector reform, good governance/democratization, rule of law and human rights, elections related issues. Due to internal political tensions and security concerns, the Delegation should support, when opportune, domestic dialogue/facilitation/ mediation, including through regular contacts with the main political forces and with civil society stakeholders, as well as foster regional and international cooperation (AU/ECCAS/UN). The Delegation is also responsible for the coordination of consular affairs with resident (only FR), and non-resident MS. In addition to CAR, the Delegation follows CEMAC (Communauté économique et monétaire de l'Afrique centrale) affairs.

Experience with EU CSDP will be an asset.
Good knowledge of French is an essential requirement.
Place of employment: Bangui, Central African Republic

14. Head of Delegation to CHAD (REF: EEAS/2024/HOD-CHAD) – 3 year posting
Grade: EEAS AD9-14/TA AD12

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 41 staff, of whom 8 are officials/temporary agents) and financial resources (2014 administrative budget of approximately €2.6m; further, the EU is the biggest aid donor in Chad and the Head of Delegation manages the portfolio of development assistance).

The key areas of the Delegation are political matters and aid management, as well as external aspects of other Union policies. These include political, press and information matters, public diplomacy, peace/reconciliation and security issues. Due to internal political tensions and security concerns, the Delegation should support, when opportune, domestic and international dialogue/facilitation/ mediation efforts, including through regular contacts with the main political actors and with civil society stakeholders, and international partners (incl. AU/ECCAS/UN).

In terms of cooperation, for the 2021-2024 period, the Delegation manages an allocation of €280m that focus on governance (incl. democratisation, peace and security), inclusive development, and the green deal. The Delegation is also responsible for the coordination of consular affairs with resident and non-resident MS.

Good knowledge of French is an essential requirement.
Place of employment: N'Djamena, Chad

15. Head of Delegation to CHILE (REF: EEAS/2024/HOD-CHILE) – 4 year posting
Grade: EEAS AD9-14/TA AD12

The Head of Delegation is responsible for management of staff (EEAS and Commission: 20 staff, of whom 4 are officials/temporary agents) and financial resources (an administrative budget of approximately €2M and financial co-operation activities under various financial instruments).

The key areas of activity of the Delegation are political affairs, democracy and governance, human rights, press information and public diplomacy, trade and economics, global issues (peace and security, climate change,

environment, sustainable development, UN matters, internet governance, cyber security, and Chilean participation in regional and international initiatives).

Good knowledge of Spanish is an essential requirement.

Place of employment: Santiago, Chile.

16. Head of Delegation to REPUBLIC OF THE CONGO (REF: EEAS/2024/HOD-REPUBLIC OF CONGO) – 3 year posting

Grade: EEAS AD9-14/TA AD12

The Head of Delegation is responsible for the management of all staff (EEAS and Commission: 34 staff, of whom 7 are officials/temporary agents) and financial resources (an administrative budget of approximately €3.3M and an operational budget of approximately €20M per year).

The Head of Delegation is responsible for management of the bilateral development cooperation, financed through the NDICI- Global Europe (the MIP allocation for the period 2021-2024 amounts to 73 MEUR), as well as a considerable portfolio of thematic budget lines such as the European Instrument for Democratisation and Human Rights.

The key areas of activity of the Delegation are political relations, (including on regional and multilateral issues), press and information matters, co-operation with associated policy dialogue, support to national reforms and capacity building activities, and support to human rights and civil society.

Good knowledge of French is an essential requirement.

Place of employment: Brazzaville, Republic of the Congo

17. Head of Delegation to DJIBOUTI (REF: EEAS/2024/HOD-DJIBOUTI) – 3 year posting

Grade: EEAS AD9-14/TA AD12 - post available as of 16 September 2024

The Head of Delegation is responsible for the management of all staff (EEAS and Commission: 31 staff, of whom 5 are officials/temporary agents) and financial resources (an administrative budget of approximately €2.6M and an operational budget of €105M).

The key areas of activity of the Delegation are political, CFSP/CSDP including cooperation with Operation ATALANTA, trade and cooperation matters, crisis management and development assistance, as well as regional integration, since the Delegation is also responsible for relations with IGAD. Beyond bilateral relations, a strong focus on regional issues is expected.

Good knowledge of French is an essential requirement.

Place of employment: Djibouti, Djibouti

18. Head of Delegation to ECUADOR (REF: EEAS/2024/HOD-ECUADOR) – 4 year posting

Grade: EEAS AD9-14/TA AD12

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 20 staff, of whom 8 are officials/temporary agents) and financial resources (an administrative budget of approximately €1.4M and financial co-operation activities under various financial instruments accounting for €40M for the period 2021-2024).

The key areas of activity of the Delegation are political matters, democracy and governance, human rights, press and information, public diplomacy, development cooperation, regional integration and trade, as well as external aspects of Union's policies (sustainable development, climate change, energy, science & technology, transport, etc.).

Good knowledge of Spanish is an essential requirement.

Place of employment: Quito, Ecuador.

19. Head of Delegation to ESWATINI (REF: EEAS/2024/HOD-ESWATINI) – 4 year posting

Grade: EEAS AD09-14/TA AD12

The Head of Delegation is responsible for the management of all staff (EEAS and Commission: 20 staff, of whom 4 are officials/temporary agents) and financial resources (an administrative budget of approximately €1M and EU development and humanitarian assistance of €62M allocation under 11th European Development Fund for the period 2014-2020 and €32M for 2022-2024 under the NDICI).

The key areas of activity of the Delegation are ensuring constructive political relations (including on regional and multilateral issues); implementation of cooperation projects and programmes accompanied by policy dialogues with the authorities; support to political and economic governance reforms; capacity building activities; managing relations with civil society, private sector and other stakeholders; political reporting (in particular to EU Member States, none of which is present in Eswatini); public diplomacy and actions towards the implementation of the EU Human Rights Strategy.

Place of employment: Mbabane, Eswatini

20. Head of Delegation to ETHIOPIA (REF: EEAS/2024/HOD-ETHIOPIA) – 3 year posting

Grade: EEAS AD9-14/TA AD12

The Head of Delegation is responsible for the management of all staff (EEAS and Commission: 76 staff, of whom 11 are officials/temporary agents) and financial resources (an administrative budget of approximately €4.5M and an operational budget of approximately €143M).

Relations between the EU and Ethiopia are covered by a Strategic Engagement signed in 2016, which foresees regular high-level meetings and sectoral dialogues. The key areas of activity of the Delegation are political affairs, democracy and governance, human rights, peace and security, human development including migration, higher education, development and economics (infrastructure, continental integration, agriculture, digitalisation) and global issues (climate change, environment, UN matters). Particular attention should be paid to political and economic dynamics in various regional states of the country, as well as to the role of Ethiopia in regional issues (IGAD, Horn of Africa Initiative, etc.)

Place of employment: Addis Ababa, Ethiopia

21. Head of Delegation to HAITI (REF: EEAS/2024/HOD-HAITI) – 2 year posting

Grade: EEAS AD09-14/TA AD12

The Head of Delegation is responsible for the management of all staff (EEAS and Commission: 59 staff, of whom 10 are officials/temporary agents and 17 contract agents) and financial resources (an administrative budget of approximately €4.2M and an operational budget of approximately €120M for the 2021-2024 period).

The key areas of activity of the Delegation are political matters, press and information, public diplomacy, development cooperation, regional integration and trade, as well as external aspects of Union's policies (sustainable development, climate change, energy, science & technology, transport, etc.). The selected priority cooperation areas for 2021-2027 are: (i) democratic, economic and financial governance (ii) human development; and (iii) productive and resilient territories.

Knowledge and experience in EU-Caribbean and Latin America relations would be an asset.

Good knowledge of French is an essential requirement. Knowledge of Spanish is an asset.

Place of employment: Port-au-Prince, Haiti

Note: Due to the security situation, some staff members are currently based in Dominican Republic and Brussels. The Head of Delegation and other core staff, are based in Port-au-Prince. Family members are not at the present time permitted to join staff in Haiti.

22. Head of Delegation to HOLY SEE, ORDER OF MALTA & UN ORGANISATIONS, ROME (REF: EEAS/2024/HOD-ROME) – 4 year posting
Grade: EEAS AD9-14/TA AD12

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 11 staff, of whom 4 are officials/temporary agents) and financial resources (an administrative budget of approximately €570.000).

The Delegation has both a multilateral mandate – as EU mission to FAO (Food and Agriculture Organisation), WFP (World Food Programme) and IFAD (International Fund for Agricultural Development) – and a bilateral one - being accredited to the Holy See, Sovereign Order of Malta and the Republic of San Marino. The key areas of activities include food security, sustainable rural development and agricultural policies, natural resource management, emergency assistance and food production.

Multilateral experience, preferably with the UN, would be an asset.

Experience in international representation, coordination and negotiations is important.

Place of employment: Rome, Italy.

23. Head of Delegation to HONDURAS (REF: EEAS/2024/HOD-HONDURAS) – 3 year posting
Grade: EEAS AD9-14/TA AD12

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 22 staff, of whom 3 are officials/temporary agents) and financial resources (an administrative budget of approximately €1.4M and a budget of €128M from the EU NDICI until mid-term review).

The key areas of activity of the Delegation are political matters, rule of law, governance, human rights, citizen security, migration, press and information, public diplomacy, relations with main international and regional partners and economic and trade issues. The EU is a major partner of Honduras in development cooperation. Key priority areas for EU engagement are sustainable use of natural resources, decent employment and good governance. As Honduras is part of the EU-Central America Association Agreement, regional integration and trade, as well as external aspects of Union's policies (sustainable development, climate change) are also part of the Delegation's core business.

Good knowledge of Spanish is an essential requirement.

Experience of working in a challenging environment and of crisis management would be an asset.

Place of employment: Tegucigalpa, Honduras.

24. Head of Office to HONG KONG & MACAO (REF: EEAS/2024/HOD-HONG KONG) – 4 year posting
Grade: EEAS AD9-14/TA AD12

The Head of Office is responsible for management of all staff (EEAS and Commission: 14 staff, of whom 5 are officials/temporary agents) and financial resources (an administrative budget of approximately €2,4 M).

One of the key areas of activity of the Office is to closely follow political developments, with a particular focus on the erosion of the "one country two systems", including the deterioration of the human rights situation, limitations to fundamental freedoms and judicial cases linked to these dynamics. Trade and investment aspects and related activities, including the environment, continue to be an important priority for the Office (although the number of foreign companies in Hong Kong decreased in the past years, the EU companies remain the largest foreign business community in Hong Kong, with about 1600 European companies established in the Territory). Public diplomacy and visibility are also considered a priority. Contacts and coordination with the EU Delegation in Beijing as well as with the European Economic and Trade Office in Taiwan are expected.

Good knowledge of Cantonese and/or Mandarin is an asset.

Place of employment: Hong Kong.

25. Head of Delegation to ICELAND (REF: EEAS/2024/HOD-ICELAND) – 4 year posting

Grade: EEAS AD09-14/TA AD12

The Head of Delegation is responsible for management of all staff (EEAS: 7 staff - 2 of whom are officials) and financial resources (an administrative budget of approximately €700.000/year).

The key areas of activity of the Delegation are related to the EU common foreign and security policy, the European Economic Area (EEA) Agreement, key European Commission policies (fisheries, research and innovation, education, culture, climate change), political issues, trade as well as public diplomacy and communication.

The candidate should have in depth knowledge of EU common foreign and security policy, of Arctic matters, of relevant internal EU policies and their external dimension. The candidate should also be skilled in international negotiations, public diplomacy and representation

Place of employment: Reykjavik, Iceland

26. Head of Delegation to JAMAICA (REF: EEAS/2024/HOD-JAMAICA) – 4 year posting

Grade: EEAS AD9-14/TA AD12

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 28 staff, of whom 4 are officials/temporary agents and 7 contract agents) and financial resources (an administrative budget of approximately €2.8M).

The Head Delegation is also in charge of a sub-office in Belize consisting of 2 contractual agents and 3 local staff. The Delegation also covers the Bahamas and carries out certain functions relating to two UK Overseas Territories (Turks and Caicos, and the Cayman Islands). The Delegation manages the 11th EDF (2014-2020) allocation for Jamaica of €66M, for Belize (€27M) and for Turks and Caicos (€17.52M). For the period 2021-2024, the bilateral allocation for Jamaica under the NDICI is €30M, and for Belize it is €17M.

The key areas of the Delegation are political matters, press and information, public diplomacy, trade, development cooperation, regional integration as well as external aspects of Union policies (sustainable development, climate change, energy, science & technology, transport, etc.).

Good knowledge of English is an essential requirement.

Place of employment: Kingston, Jamaica

27. Head of Delegation to KAZAKHSTAN (REF: EEAS/2024/HOD-KAZAKHSTAN) – 3 year posting

Grade: EEAS AD9-14/TA AD12

The Head of Delegation is responsible for the management of all staff (EEAS and Commission: 33 staff, of whom 8 are officials/temporary agents) and financial resources (an administrative budget of approximately €2.3M).

The Head of Delegation to Kazakhstan manages an ongoing portfolio for Central Asia of around €108 million.

The key areas of activity of the Delegation are political and economic dialogue (with particular focus on the implementation of the Enhanced Partnership and Cooperation Agreement, the EU Strategy on Central Asia and the EU Strategy on Connecting Europe and Asia, as well as the promotion of democracy, rule of law, good governance and human rights), diplomatic representation, public diplomacy, trade relations (in particular supporting the high-level Business Platform, diversification of the economy, improving investment climate and supporting SMEs), and implementation of regional, and where relevant bilateral, EU development assistance programmes, as well as external aspects of Union policies (trade, including intra-regional trade, sustainable connectivity, countering terrorism and violent extremism, energy, climate change, environment, transport and digital connectivity, science & technology, people-to-people contacts, culture and visa policy). In carrying out its tasks, the Delegation aims to maintain and develop good and effective contacts with authorities, civil society, EU Member States and international organisations (many of which have regional offices in Nur-Sultan, for example, the OSCE).

Good knowledge of Russian is an essential requirement.

Place of employment: Astana, Kazakhstan

28. Head of Delegation to LAOS (REF: EEAS/2024/HOD-LAOS) – 3 year posting

Grade: EEAS AD9-14/TA AD12

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 26 staff, of whom 3 are officials/temporary agents) and financial resources (an administrative budget of approximately €1.1m and €250m - for the period 2014-2020 - in external assistance under the Development Cooperation Instrument and thematic budget lines).

The key areas of activity of the Delegation are political matters (including in relation to ASEAN and regional affairs), development assistance, trade, economic diplomacy, human rights, external aspects of Union policies (in particular development cooperation, security, climate change, environment, biodiversity, energy, connectivity, migration) as well as public and cultural diplomacy.

Place of employment: Vientiane, Laos.

29. Head of Delegation to MALAYSIA (REF: EEAS/2024/HOD-MALAYSIA) – 4 year posting

Grade: EEAS AD9-14/TA AD12

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 15 staff, of whom 7 are officials/temporary agents) and financial resources (an administrative budget of approximately €800,000).

The key areas of activity of the Delegation are: political matters (including in relation to ASEAN and regional affairs), trade, economic diplomacy, human rights, external aspects of Union policies (security, climate change, environment, biodiversity, energy, science & technology, connectivity/transport, education) as well as public and cultural diplomacy.

Place of employment: Kuala Lumpur, Malaysia.

30. Head of Delegation to MAURITANIA (REF: EEAS/2024/HOD-MAURITANIA) – 3 year posting

Grade: EEAS AD9-14/TA AD12

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 48 staff, of whom 8 are officials/temporary staff). 12 staff located in the Delegation in the Framework of the Regional Advisory and Coordination Cell (RACC). Although these are not formally part of the Delegation, they are subject to the political guidance of the Head of Delegation who is in charge of ensuring coherence of EU actions in Mauritania (programs at national and regional level, CSDP activities). The administrative budget is of approximately €2.1M and the EU development cooperation programme of €195M under the 11th EDF, there are several projects funded by various EU thematic budget lines and West Africa regional projects.

The key areas of the Delegation are political matters (including human rights and governance), security (notably cooperation within G5 Sahel), trade and economic relations, development (main areas: energy, agriculture, governance; education), as well as external aspects of the Union policies (in particular fisheries and migration). The Head of Delegation needs to demonstrate flexibility and openness when engaging with authorities on governance and sensitive issues such as human rights.

Good knowledge of French is an essential requirement.

Place of employment: Nouakchott, Mauritania

31. Head of Delegation to MONGOLIA (REF: EEAS/2024/HOD-MONGOLIA) – 3 year posting

Grade: EEAS AD9-14/TA AD12

The Head of Delegation is responsible for the management of all staff (EEAS and Commission: 17 staff, of whom 4 are officials/temporary agents) and financial resources (an administrative budget of approximately €900,000).

The key areas of activity of the Delegation are political (implementation of the EU-Mongolia Partnership and Cooperation Agreement), press and information matters, public and cultural diplomacy, good governance, rule of law and human rights, elections related issues, people-to-people exchanges, external aspects of Union policies (in particular climate change, environment, biodiversity, sustainable development, science &

technology, connectivity/transport, education) and development cooperation. Mongolia is a beneficiary of the EU Generalised Scheme of Preferences (GSP+).

The delegation is the point of contact to Mongolian authorities as well as other Mongolian interlocutors and working closely with the diplomatic missions of the EU Member States sur place. Trade promotion is covered by the Mongolian-European Cooperation Chamber of Commerce and Industry (EuroChamber Mongolia), with whom the Delegation maintains close contacts.

Place of employment: Ulaanbaatar, Mongolia

**32. Head of Delegation to MONTENEGRO (REF: EEAS/2024/HOD-MONTENEGRO) – 4 year posting
Grade: EEAS AD9-14/TA AD12**

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 63 staff, of whom 21 are officials, temporary agents or contract agents) and financial resources (an administrative budget of approximately €2.4m). Further, under the Instrument for Pre-accession Assistance the Delegation is responsible for implementing programmes amounting up to approximately €33m a year.

The key areas of activity of the Delegation are the political and security fields (including CFSP and CSDP), the enlargement strategy and the Stabilisation and Association Process including promotion of EU-related reforms, public diplomacy, trade matters, as well as implementation and management of the EU financial assistance portfolio.

Place of employment: Podgorica, Montenegro.

**33. Head of Delegation to NIGERIA (REF: EEAS/2024/HOD-NIGERIA) – 3 year posting
Grade: EEAS AD9-14/TA AD12**

The Head of Delegation is responsible for the management of all staff (EEAS and Commission: 78 staff, of whom 13 are officials/temporary agents) and financial resources including an administrative budget of approximately €5M and a bilateral development cooperation budget of €508 million for 2021-24, a regional cooperation budget, and various other thematic instruments.

The overall mission of the Head of Delegation is to strengthen the strategic partnership with Nigeria and the region, including Nigeria's role in the region, according to an integrated approach. Key areas of activity include political dialogue with Nigerian authorities, including an (annual) Ministerial dialogue, good governance (including the fight against corruption), rule of law and human rights, electoral support, migration and mobility, economic and trade relations, and humanitarian aid. Particular attention is to be paid to complex peace and security issues of the country (the North East and Lake Chad, the North West, including links with the Sahel, the Middle Belt, Niger Delta and the Gulf of Guinea).

Nigeria has been identified as a country where we are to enhance our political engagement, working closely with all Commission services and with EU Member States. The Head of Delegation should therefore have regular contacts with all necessary actors, including key political interlocutors at the Federal and State-level, civil society stakeholders including economic actors.

Place of employment: Abuja, Nigeria

**34. Head of Delegation to NORTH MACEDONIA (REF: EEAS/2024/HOD-NORTH MACEDONIA) – 4 year posting
Grade: EEAS AD9-14/TA AD12**

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 80 staff, of whom 29 are officials, temporary agents or contract agents) and financial resources (an administrative budget of approximately €3.4m). Further, under the Instrument for Pre-accession Assistance the Delegation is responsible for implementing programmes amounting up to approximately €110m a year.

The key areas of activity of the Delegation are the political and security fields (including CFSP and CSDP), crisis management, the enlargement strategy and the Stabilisation and Association Process including

promotion of EU-related reforms, public diplomacy, trade matters, as well as implementation and management of the EU financial assistance portfolio.

Place of employment: Skopje, North Macedonia.

**35. Head of Delegation to THE PHILIPPINES (REF: EEAS/2024/HOD-PHILIPPINES) – 3 year posting
Grade: EEAS AD9-14/TA AD12**

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 43 staff, of whom 9 are officials/temporary agents) and financial resources (2019 administrative budget of approximately €3m, and management of the development assistance portfolio).

The key areas of activity of the Delegation are political matters (including in relation to ASEAN and regional affairs), including security related aspects, trade, human rights development assistance as well as external aspects of Union policies (climate change, energy, transport, migration), as well as public and cultural diplomacy.

Place of employment: Manila, Philippines:

**36. Head of Delegation to SIERRA LEONE (REF: EEAS/2024/HOD-SIERRA LEONE) – 3 year posting
Grade: EEAS AD9-14/TA AD12**

The Head of Delegation represents the EU in Sierra Leone and ensures regular contacts with the Sierra Leone authorities at the highest political level. He/she is responsible for management of all staff (EEAS and Commission: 46 staff, of whom 9 are officials/temporary agents) and financial resources (an annual administrative budget of approximately €2.3M). The Delegation is responsible for the implementation of the EU development program (€376 M under the 11th EDF), and numerous other projects funded by various EU thematic budget lines and West Africa regional projects with annual disbursements of between 50 and 100 million.

Sierra Leone is one of the world's most aid dependent countries. Despite progress since the end of the civil war in 2002, the Human Development Index ranks Sierra Leone 181/189 (2019) and places it amongst the 10 least developed countries in the world. The key areas of the Delegation are political matters (including human rights, peace and stability, reconciliation and governance); trade and economic relations; development (main areas: governance, education, agriculture and infrastructure); as well as external aspects of the Union policies (in particular fisheries).

Place of employment: Freetown, Sierra Leone

**37. Head of Delegation to SWITZERLAND (REF: EEAS/2024/HOD-SWITZERLAND) – 4 year posting
Grade: EEAS AD9-14/TA AD12**

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 10 staff, of whom 4 are officials/temporary agents) and financial resources (an administrative budget of approximately €1,5M/year).

The key areas of activity of the Delegation are related to the follow up of the wide package of EU/Swiss bilateral agreements, political issues, trade as well as public diplomacy and communication. Moreover the Delegation is also responsible for relations with Liechtenstein.

The candidate should have in depth knowledge of EU common foreign and security policy, as well as of internal policies and their external aspects (in particular internal market issues, trade, free movement of persons, etc.). Experience with international negotiations, a good knowledge of models of agreements between the EU and its partners is an asset.

Knowledge of German is an asset.

Place of employment: Bern, Switzerland.

38. Chargé d’Affaires to SYRIA (REF: EEAS/2024/HOD-SYRIA) – 3 year posting

Grade: EEAS AD09-14/TA AD12

The Chargé d’affaires is responsible for management of all staff (EEAS and Commission: around 33 staff – 6 of whom are officials) and financial resources (2020 administrative budget of approximately €2m).

The key areas of activity of the Delegation are political humanitarian assistance and wide-ranging representation of the European Union.

Knowledge of Arabic is an asset.

Place of employment is Beirut, Lebanon.

39. Head of the Office to TAIWAN (REF: EEAS/2024/HOD-TAIWAN) – 4 year posting

Grade: EEAS AD09-14/TA AD12

The Head of Office is responsible for management of all staff (EEAS and Commission: 15 staff, of whom 5 are officials/temporary agents/seconded national experts) and financial resources (an administrative budget of approximately €1.1M).

The areas of activity of the Office include political matters, trade, as well as external aspects of Union policies (e.g. climate change, energy, science & technology, education). Political and security matters have become a priority area of attention in the current geopolitical context. The focus areas for analysis and reporting include: domestic political developments, cross Strait (Beijing-Taipei) relations, security, relations with key partners. In its daily activities, the Office entertains close contacts with political representatives in Taipei, as well as with EU Member States, key international partners and non-state stakeholders. Coordination with the EU Delegation in Beijing, as well as with the EU Office in Hong Kong, are expected.

Place of Employment: Taipei, Taiwan

40. Head of Delegation to TOGO (REF: EEAS/2024/HOD-TOGO) – 3 year posting

Grade: EEAS AD9-14/TA AD12

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 32 staff, of whom 6 are officials/temporary agents) and financial resources: an administrative budget of approximately €1,9M and EU development assistance: €216 million allocation under 11th European Development Fund for the period 2014-2020 and €149.2M for the period of 2008-2013 (€124.8 M under the 10th EDF + €20.4M under the EU budget), still under implementation.

The key areas of activity of the Delegation are political affairs, good governance, rule of law and human rights, elections related issues (last legislative elections in December 2018, local elections in June 2019, next presidential elections in 2020), and migration. Economic issues are taking an increasing importance on the back of the Africa-EU Alliance and the first EU-Togo Business Forum in June 2019.

The Head of Delegation will have an important role in the preparation, together with HQ, of the multi-yearly programming for the 2021/2027 Financial Perspective. The security sector has an evident and growing importance at both cooperation and political levels. Regional issues are also an important part of the Delegation activities as the country is member of ECOWAS and UEMOA, and is covered by the EU strategy for the Gulf of Guinea.

Knowledge of/experience in crisis management is an asset. Intensive dialogue is also necessary with stakeholders (government and civil society), as well as international community present in Togo, including United Nations.

Excellent knowledge of French is required.

Place of employment: Lomé, Togo.

41. Head of Delegation to TUNISIA (REF: EEAS/2024/HOD-TUNISIA) – 4 year posting

Grade: EEAS AD9-14/TA AD12

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 71, of whom 15 are officials/temporary agents) and financial resources (an administrative budget of approximately 2.5 million euro).

Within the framework of the European Neighbourhood Policy and the "Privileged Partnership" between the EU and Tunisia, the key areas of activity of the Delegation are political relations, analysis and reporting, cooperation in a large array of policy areas of common interest, security, relations with civil society and non-state actors and public diplomacy. The relations between Tunisia and the broader region, the promotion of the EU human rights agenda, the support for democratic transition and economic, structural and institutional reforms, and the support to the intensification of economic and commercial relations are key priorities for the European Union. The Head of Delegation is responsible for the implementation and management of funds of the very sizeable cooperation programme (budget: currently around EUR 150 million per year).

The Head of Delegation will be in charge of the EU local coordination in Tunisia.

Excellent knowledge of French is essential. Working knowledge of Arabic is an asset.

Place of employment: Tunis, Tunisia.

42. Head of Delegation to UZBEKISTAN (REF: EEAS/2024/HOD-UZBEKISTAN) – 3 year posting.

Grade: EEAS AD9-14/TA AD12

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 21 staff, of whom 4 are officials/temporary agents) and financial resources (an administrative budget of approximately €1,2M).

The key areas of activity of the Delegation are political and economic dialogue (with particular focus on the finalization of a new Enhanced Partnership and Cooperation Agreement, the implementation of the EU Strategy on Central Asia and the EU Strategy on Connecting Europe and Asia, as well as on human rights), diplomatic representation, public diplomacy, trade relations (in particular support for WTO accession), and implementation of bilateral EU development assistance programmes, as well as external aspects of Union policies (trade, visa policy, climate change, energy, science & technology, transport and digital connectivity). In carrying out its tasks, the Delegation aims to maintain and develop good and effective contacts with authorities, civil society, EU Member States and international organisations.

Place of employment: Tashkent, Uzbekistan.

43. Head of Delegation to VENEZUELA (REF: EEAS/2024/HOD-VENEZUELA) – 3 year posting

Grade: EEAS AD9-14/TA AD12

The Head of Delegation is responsible for the management of all staff (EEAS and Commission: 19 staff, of whom 5 are officials/temporary agents, 4 are contract agents and 10 local agents) and financial resources (an administrative budget of approximately €1.67M and an operational budget of approximately €36.6M per year).

The key areas of activity of the Delegation are fostering a political and democratic Venezuelan-led solution to the crisis in the country, monitoring of the political, economic, humanitarian situation, and security situation, in close coordination with the ECHO office, designing and implementing EU-funded assistance projects that can help the country (including civil society actors) address the challenges it is facing, and helping ensure that the EU speaks with one voice in an important crisis that directly affects EU interests, with the presence of several hundred thousand EU citizens.

Experience of living and working in a challenging political and security environment is an asset, as well as experience with crisis management, peacebuilding or post conflict reconstruction.

Good knowledge of Spanish is an essential requirement.

Place of employment: Caracas, Venezuela.

DEPUTY HEAD OF DELEGATIONS POSTS

Below are the Deputy Heads of Delegation posts that are available in this Rotation.

**1. Deputy Head of Delegation to the AFRICAN UNION (REF: EEAS/2024/DHOD-AFRICAN UNION)
– 3 year posting**

Grade: EEAS AD9-14/TA AD12

The Deputy Head of Delegation assists the Head of Delegation in all tasks, including (i) the management of 49 EEAS, Commission and European Parliament members of staff and (ii) financial resources (an administrative budget of approximately €3.3M).

The AU is the EU's main political and institutional partner at Pan-African level. The AU and the AU Commission play an essential role in building peace and security across the continent, driving the continental integration process and being a key partner on global issues. Our partnership builds on the Joint Vision for 2030, agreed by EU and AU Leaders at the successful 2022 Summit in Brussels, and the implementation of the four main deliverables defined in the Joint Vision: (i) Africa-Europe Global Gateway Investment Package; (ii) Peace, security, and governance; (iii) Migration and mobility; and (iv) Multilateralism.

The Delegation engages in the political dialogue with the African Union Commission and the African Union Member States as well as in the implementation of the substantive cooperation programme funded from the NDICI-Global Europe Instrument.

The candidate should have experience of multilateral affairs.

Knowledge of English and French is an essential requirement.

Place of employment: Addis Ababa, Ethiopia

2. Deputy Head of Delegation to CANADA (REF: EEAS/2024/DHOD-CANADA) – 4 year posting

Grade: EEAS AD9-14/TA AD12

The Deputy Head of Delegation assists the Head of Delegation in all tasks, including the management of all staff (EEAS and Commission: 24 staff, of whom 9 are officials) and financial resources (an administrative budget of approximately €2.1M per year).

The Delegation is active across a very wide policy spectrum promoting and implementing the Strategic Partnership Agreement (SPA) and the Comprehensive and Economic Trade Agreement (CETA) as well as other sectoral agreements. Key areas of activity of the Delegation are diplomatic, economic and trade relations, foreign policy and security relations, energy, climate change, environment, development cooperation, UN matters, the Arctic, justice and home affairs, election observation, democracy and human rights, science, and research. The Delegation plays a crucial role in representing the EU in Canada and in informing, working and co-ordinating with all 25 Member States in ensuring EU coherence.

The candidate should have experience in transatlantic relations or in working with another partner country across a very wide array of policy areas.

Knowledge of French is an asset.

Place of employment: Ottawa, Canada.

3. Deputy Head of Delegation to INDIA (REF: EEAS/2024/DHOD-INDIA) – 3 year posting

Grade: EEAS AD9-14/TA AD12

The Deputy Head of Delegation assists the Head of Delegation in all tasks, including the management of 66 EEAS and Commission members of staff (of whom 14 are officials/temporary agents) and financial resources (an administrative budget of approximately €4.4M and an operational budget (DCI, EIDHR, FPI) of approximately €219M in contracts).

The Delegation is active across a wide policy spectrum in implementing the EU's India Strategy of 2018 and building an effective strategic partnership. The key areas of activity of the Delegation are diplomatic, economic

and trade relations, foreign policy and security relations, climate change, environment, energy, development cooperation, UN matters, culture and education, science and technology, research and innovation, justice, democracy and human rights.

Place of employment: New Delhi, India

4. Deputy Head of Delegation to JAPAN (REF: EEAS/2024/DHOD-JAPAN) – 4 year posting
Grade: EEAS AD9-14/TA AD12

The Deputy Head of Delegation assists the Head of Delegation in all tasks, including the management of all staff (EEAS and Commission: 64 staff, of whom 17 are officials/temporary agents). Administrative budget to be managed: €6,6M.

The key areas of the Delegation's activity are political, security and defence matters, trade and investment questions, external aspects of EU policies (e.g. climate change, energy, transport, science & technology, digital agenda, consumer issues and people-to-people exchanges), as well as public diplomacy. The Delegation also contributes to monitor, and support the implementation of, the Strategic Partnership Agreement and the Economic Partnership Agreement.

Knowledge of Japanese is an asset.
Place of employment: Tokyo, Japan.

5. Deputy Head of Delegation to LEBANON (REF: EEAS/2024/DHOD-LEBANON) – 3 year posting
Grade: EEAS AD9-14/TA AD12

The Deputy Head of Delegation assists the Head of Delegation in all tasks including the management of all staff (EEAS and Commission: 74 staff, of whom 12 are officials) and financial resources (an administrative budget of approximately € 7.6M).

Furthermore, the Deputy Head of Delegation will also act as Head of Political Press and Information Section (PPI), with main tasks to carry out press, information and communication activities and to manage the Press and Information budget in liaison with the Administration Section; provide regular qualitative and financial evaluations and reporting to Headquarters; liaise regularly with Headquarters and provide advice as appropriate on policy issues; provide support to visitors from EU institutions and provide briefing dossiers, speeches, statements, press releases and articles, as requested.

Within the framework of the European Neighbourhood Policy, the key areas of activity of the Delegation are political relations, analysis and reporting, cooperation in a large array of policy areas of common interest, including in relation to the Syria crisis and the hosting of Syria refugees, security, relations with civil society and non-state actors and public diplomacy. The relations between Lebanon and the broader region, the promotion of the EU human rights agenda, the support for economic, structural and institutional reforms, as well as the support to the intensification of economic and commercial relations are key priorities for the European Union.

The Delegation plays an essential role in the implementation of the European Neighbourhood Policy (ENP) in Lebanon and in managing funds, principally under the Neighbourhood, Development and International Cooperation Instrument (NDICI) with a bilateral envelope for 2021-2024 of €211 million.. In addition, the EU Trust Fund for Syria counts for around €150 million EUR a year. Since the beginning of the Syria crisis, the EU provided an overall support to Lebanon of over € 1.7 billion through a combination of various EU instruments (the EU regional Trust Fund in response to the Syria crisis, the Neighbourhood, Development and International Cooperation Instrument (NDICI), the European Neighbourhood Instrument (ENI), the Instrument contributing to stability and peace, and Humanitarian aid operations via ECHO

Knowledge of French is essential. Working knowledge of Arabic is an asset.
Place of employment: Beirut, Lebanon

6. Deputy Head of Delegation to THE PACIFIC REGION/FIJI (REF: EEAS/2024/DHOD-FIJI) – 3 year posting

Grade: EEAS AD9-14/TA AD12

The Deputy Head of Delegation assists the Head of Delegation in all tasks, including the management of approximately 50 staff (of whom 11 are officials/temporary agents) and of financial resources (administrative budget to be managed: €3.2M).

The key areas of activity of the Delegation are political affairs, democracy and governance, human rights, press, information and public diplomacy, trade and economics, global issues (peace and security, climate change, environment, sustainable development, UN matters, fisheries, etc.) as well as the management of cooperation activities in these various areas. The Delegation serves as a hub covering several countries in the region (13 Pacific Island countries and 4 Overseas Countries and Territories - OCTs) with regard to the management of projects funded under the Neighbourhood, Development and International Cooperation Instrument – Global Europe (NDICI – Global Europe) that amounts to 500 MEUR for the period 2021-2027, plus 250 MEUR for the OCTs.

Place of employment: Suva, Fiji.

7. Deputy Head of Delegation to UN GENEVA (REF: EEAS/2024/DHOD-UN GENEVA) – 4 year posting

Grade: EEAS AD9-14/TA AD12

The Deputy Head of Delegation assists the Head of Delegation in all tasks, including the management of all staff (EEAS and Commission: 36 staff, of whom 22 are officials/temporary agents) and financial resources (an administrative budget of approximately €4.6M per year and an operational budget – for press and information – of approximately €72.000 per year).

The key areas of activity of the Delegation are political matters (related notably to peace and security, human rights and development, including digital and global health), external aspects of internal EU policies, including non-trade related aspects of economic policies, and press and information. The Delegation maintains relations with the various UN agencies and bodies and other organisations based in Geneva, including the Human Rights Council, the Office of the High Commissioner for Human Rights, the Conference on Disarmament, the UN High Commissioner for Refugees, the International Office for Migration, the International Committee of the Red Cross, the World Health Organisation, the International Telecommunications Union, the International Labour Organisation, the UN Conference on Trade and Development, the UN Economic Commission for Europe and the World Intellectual Property Organisation.

Multilateral experience, preferably with the UN, is an asset. Experience in international representation, coordination and negotiations is important.

Knowledge of French is an asset.

Place of employment: Geneva, Switzerland.

8. Deputy Head of Delegation to UNITED KINGDOM (REF: EEAS/2024/DHOD-UNITED KINGDOM) – 4 year posting

Grade: EEAS AD9-14/TA AD12

The Deputy Head of Delegation assists the Head of Delegation in all tasks, including the management of 49 staff, of whom 32 are officials/temporary agents/contract agents) and financial resources (an administrative budget of approximately €2.000.000).

The key areas of activity of the Delegation will relate to political, foreign policy and security matters, trade, internal market (incl. labour related), as well as external aspects of Union policies (research & innovation, education, climate change, energy, fisheries, etc.)

Place of employment: London, United Kingdom

9. Deputy Head of Delegation to UNITED STATES OF AMERICA (REF: EEAS/2024/DHOD-USA) – 4 year posting

Grade: EEAS AD09-14/TA AD12

The Deputy Head of Delegation assists the Head of Delegation in all tasks, including policy and diplomatic work, public diplomacy and representation, management of all staff (EEAS and Commission; approximately 100 staff of whom around 38 are officials/temporary agents/SNEs) in two locations (Washington DC and San Francisco) and financial resources (an administrative budget of almost €13M in 2022 and an annual budget of approximately €4.8M for press, information and public diplomacy activities).

The Delegation is active across the full policy spectrum: Key areas include domestic and international political matters, foreign policy, security and defence relations, human rights and democracy, trade and economic co-operation, tech and digital, energy, climate and justice and home affairs. The post involves outreach to all levels of US government and society in Washington DC and beyond, including people to people contacts. The Delegation is also accredited to the Organisation of American States, the World Bank and the IMF. The Delegation plays a crucial role in representing the EU in the US and in informing, working and co-ordinating with all 27 Member States in ensuring EU coherence in all areas, and is active in outreach to third countries and regional organisations with diplomatic representation in the US.

Experience in transatlantic relations and management are strong assets.

Place of employment: Washington DC, USA

10. Deputy Head of Delegation to WEST BANK AND GAZA STRIP (REF: EEAS/2024/DHOD-WEST BANK AND GAZA STRIP) – 4 year posting

Grade: EEAS AD9-14/TA AD12

The Deputy Head of Office assists the Head of Office in all tasks, including the management of all staff (EEAS and Commission: 80 staff, of whom 13 are officials/temporary agents), and financial resources (an administrative budget of approximately €8.1M).

The key areas of activity of the Delegation are political relations, analysis and reporting, cooperation with the Palestinian Authority in a large array of policy areas of common interest and diplomatic relations (Middle East peace process (MEPP) and EU local coordination). The Delegation also supports the United Nations Relief and Works Agency for Palestine refugees in the Near East (UNRWA) and works closely together with the European Union Special Representative (EUSR) for the MEPP. The Delegation is in charge of implementing EU programmes and projects for Palestinian state-building, basic service delivery and ensures coherence between the EU's political objectives and its financial programmes, tools and instruments, including humanitarian aid, for an approximate amount of €288 million per year (for the period 2021-2024).

Experience in development cooperation as well as managing crisis situations is an asset.

Knowledge of Arabic is an asset.

Place of employment: East Jerusalem.

11. Deputy Head of Delegation to WTO GENEVA (REF: EEAS/2024/DHOD-WTO GENEVA) – 4 year posting

Grade: EEAS AD9-14/TA AD12.

The Deputy Head of Delegation assists the Head of Delegation in all tasks, including the management of all staff (EEAS and Commission: 29 staff, of whom 13 are officials) and financial resources (an administrative budget of approximately €4.9M).

The Mission's key area of work is trade within the framework of the EU's Common Commercial Policy. The Mission therefore works chiefly with the Commissioner for Trade and with the Commission's Directorate-General for Trade, without prejudice to Article 221(2) TFEU.

The candidate should have solid trade policy experience, a keen awareness of the linkages between trade policy and other policy areas, and ideally multilateral experience. Experience of international negotiations and of the institutional framework within which trade policy operates is important.

Knowledge of French is an asset.

Place of employment: Geneva, Switzerland

Head of Delegation/Office Posts				
Job Title	Delegation	Living Conditions Allowance	Duration (Years)	Grade (EU Institution Staff/MS)
Chargé d'affaires	AFGHANISTAN	40%	2	AD9-14/AD12
Head of Delegation	ALGERIA	30%	3	AD9-14/AD12
Head of Delegation	BANGLADESH	40%	3	AD9-14/AD12
Head of Delegation	BENIN	30%	3	AD9-14/AD12
Head of Delegation	BOLIVIA	35%	3	AD9-14/AD12
Head of Delegation	BOSNIA & HERZEGOVINA	20%	4	AD14-15/AD14
Head of Delegation	CANADA	0%	4	AD14-15/AD14
Head of Delegation	CENTRAL AFRICAN REP.	40%	2	AD9-14/AD12
Head of Delegation	CHAD	40%	3	AD9-14/AD12
Head of Delegation	CHILE	15%	4	AD9-14/AD12
Head of Delegation	CONGO REP.	30%	3	AD9-14/AD12
Head of Delegation	DJIBOUTI*	35%	3	AD9-14/AD12
Head of Delegation	ECUADOR	20%	4	AD9-14/AD12
Head of Delegation	EGYPT	30%	3	AD14-15/AD14
Head of Delegation	ESWATINI	25%	4	AD9-14/AD12
Head of Delegation	ETHIOPIA	35%	3	AD9-14/AD12
Head of Delegation	HAITI**	40%	2	AD9-14/AD12
Head of Delegation	HOLY SEE, ORDER OF MALTA, UN ORG ROME	0%	4	AD9-14/AD12
Head of Delegation	HONDURAS	30%	3	AD9-14/AD12
Head of Office	HONG KONG	15%	4	AD9-14/AD12
Head of Delegation	ICELAND	0%	4	AD9-14/AD12
Head of Delegation	JAMAICA	25%	4	AD9-14/AD12
Head of Delegation	KAZAKHSTAN	30%	3	AD9-14/AD12
Head of Office	KOSOVO	20%	4	AD14-15/AD14
Head of Delegation	LAOS	30%	3	AD9-14/AD12
Head of Delegation	MALAYSIA	20%	4	AD9-14/AD12
Head of Delegation	MAURITANIA	35%	3	AD9-14/AD12
Head of Delegation	MEXICO	20%	4	AD14-15/AD14
Head of Delegation	MONGOLIA	30%	3	AD9-14/AD12
Head of Delegation	MONTENEGRO	15%	4	AD9-14/AD12
Head of Delegation	NIGERIA	35%	3	AD9-14/AD12
Head of Delegation	NORTH MACEDONIA	15%	4	AD9-14/AD12
Head of Delegation	THE PHILIPPINES	30%	3	AD9-14/AD12
Head of Delegation	SIERRA LEONE	40%	3	AD9-14/AD12
Head of Delegation	SWITZERLAND	0%	4	AD9-14/AD12
Chargé d'affaires	SYRIA	30%	3	AD9-14/AD12
Head of Office	TAIWAN	15%	4	AD9-14/AD12
Head of Delegation	TOGO	30%	3	AD9-14/AD12
Head of Delegation	TUNISIA	15%	4	AD9-14/AD12
Head of Delegation	TURKIYE	15%	4	AD14-15/AD14
Head of Delegation	UN GENEVA***	0%	4	AD14-15/AD14
Head of Delegation	UZBEKISTAN	30%	3	AD9-14/AD12
Head of Delegation	VENEZUELA	40%	3	AD9-14/AD12
Deputy Head of Delegation Posts				
Deputy Head of Delegation	AFRICAN UNION - ADDIS ABABA	35%	3	AD9-14/AD12
Deputy Head of Delegation	CANADA	0%	4	AD9-14/AD12
Deputy Head of Delegation	INDIA	30%	3	AD9-14/AD12
Deputy Head of Delegation	JAPAN	0%	4	AD9-14/AD12
Deputy Head of Delegation	LEBANON	30%	3	AD9-14/AD12
Deputy Head of Delegation	PACIFIC/FJI	30%	3	AD9-14/AD12
Deputy Head of Delegation	UN GENEVA	0%	4	AD9-14/AD12
Deputy Head of Delegation	UNITED KINGDOM	0%	4	AD9-14/AD12
Deputy Head of Delegation	UNITED STATES OF AMERICA	0%	4	AD9-14/AD12
Deputy Head of Delegation	WEST BANK & GAZA STRIP	25%	4	AD9-14/AD12
Deputy Head of Delegation	WTO GENEVA	0%	4	AD9-14/AD12
* Post available 16 September 2024				
** Temporarily a non-family posting				
*** Post available 1 January 2025				