



EUROPEAN EXTERNAL ACTION SERVICE (EEAS)

Rotation 2024

Head of Section/Political Officer posts

Open to: EU Officials and staff from Member States' diplomatic services.

EXTERNAL PUBLICATION

WE ARE

The European Union currently has 145 Delegations, eight of which are to international organisations. In all, 6.200 staff are currently serving in these Union Delegations.

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.

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

WE LOOK FOR:

The European External Action Service (EEAS) is looking for individuals to fill posts at the EU Delegations as per the list in ANNEX 1.

WE PROPOSE:

Under the responsibility of the Head of Delegation, and/or the Head of Political Section or Political, Press and Information (PPI) Section, the selected candidates will assist the Head of Delegation and/or Head of Political or PPI Section in fulfilling their mandate and will have, in particular, the following tasks among others:

1. To contribute to the work of the Delegation in the management of the EU Presidency functions, and to represent the Head of Delegation when necessary in his/her absence;
2. To pursue the EU's policies in all areas, promote and protect the EU's interests and values, and to promote the visibility of the European Union;
3. To support and promote bilateral political relations;
4. To liaise with local civil society organisations;
5. To maintain contacts, exchange information, and chair various EU coordination groups in the implementation of EU policies;
6. To monitor, analyse, and report regularly to Headquarters on internal and regional political developments, foreign policy and/or other policy areas of relevance for EU interests;
7. To maintain relations with regional and/or international, organisations present in the host country;
8. For Head of Section posts: to manage the work of the Section and effective interaction with other sections in order to ensure that priorities and objectives set by the Head of Delegation are fulfilled;
9. For Head of Political and PPI Sections and for Heads of Press and Information Section (PI): to carry out press, information and communication activities and to manage the Press and Information budget in liaison with the Administration Section. Regular qualitative and financial evaluations and reporting to Headquarters;
10. To liaise regularly with Headquarters and provide advice as appropriate on policy issues;
11. To provide support to visitors from EU institutions;
12. To provide briefing dossiers, speeches, statements, press releases and articles, as requested;
13. Where applicable: Visa and consular issues;
14. Tasks of Deputy Security Officer (security of the Delegation, its staff and coordination with MS on security issues) may be assumed (when the Head of Section or Political Officer is first in line after the Head of Delegation).

Multilateral Delegations have the following tasks in addition to the above:

1) Representation and coordination

- To represent the EU Delegation in International Organisations and conferences ;
- To chair various EU local coordination meetings in the implementation of EU policies; based on proper follow-up of EU policies and decision-making process and on adequate liaison with Headquarters to receive input and instructions as required.

2) Relations with third parties

- To maintain relations and regular political dialogue with international organisations and agencies and close working relations with EU Member States' missions;
- To ensure close political dialogue with third-country representatives and regional and/or international organisations present in the host country; to monitor the key stakeholders positions in on-going or planned negotiations; engage in and coordinate EU and Member States' outreach.

SELECTION CRITERIA:

For general and specific eligibility criteria, posting policy, conditions of recruitment and employment and application and selection procedure, candidates shall refer to the EEAS Rotation Decision¹ and to the annex "GUIDELINES FOR THE 2024 ROTATION OF AD POSTS IN THE EU DELEGATIONS - EXTERNAL PUBLICATION".

Main criteria by function for all posts

Candidates **should have**:

- a proven ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- a proven capacity to co-ordinate relevant committee and working group meetings with national authorities, international organisations and EU Member States;
- experience and knowledge of the external relations, internal policies, functioning of the Union and of CFSP and CSDP-related issues;
- strong drafting, communication and analytical skills combined with sound judgement;
- capacity to work in languages of CFSP (EN/FR);
- experience in budgetary and financial management (for Head of PPI Section posts);
- experience in international negotiations (for Head of Political and PPI Section posts).

Furthermore, the following would be assets:

- experience in working in an Embassy, a Delegation, an international organisation or significant experience of external relations in the field, including CSDP field missions;
- experience in thematic/horizontal areas of relevance to the Delegation and/or experience on external aspects of internal policies of particular importance in the host country;
- experience in international negotiations;
- experience in leading and motivating teams (for Head of Section posts).
- experience of working in multi-disciplinary and multi-cultural environment
- good knowledge of the country, its culture, and the region as a whole;
- knowledge of locally spoken languages.

APPLICATIONS:

Candidates must apply exclusively through the online system, e-Application²:

<https://webgate.ec.europa.eu/eapplication/index.cfm>

For correspondence with the EEAS Human Resources Directorate concerning the selection procedures, please use the following email address:

EEAS-AD-NON-MANAGEMENT-DELEGATIONS@eeas.europa.eu.

DEADLINE for APPLICATIONS: Thursday, 14 September 2023 at noon (Brussels time)

TAKE-UP DUTY DATE: 1 September 2024³

¹ ADMIN(2021) 221 Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 1st of July 2021 on the periodic serving of Officials and Temporary Agents in Union Delegations.

² Your personal data will be processed in accordance with Regulation (EU) 2018/1725, as implemented by ADMIN(2019)8 decision of the High Representative of the Union for Foreign Affairs and Security Policy. The privacy statement is available on the [Europa website](#) and on the EEAS Intranet: <https://intranet.eeas.europa.eu/page/eeas-work/data-protection/privacy-statements-dp-notice> - [Direct link](#)

³ If the budgetary situation allows, this date may be advanced or postponed, for duly justified reasons, on a case-by-case basis.



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EXTERNAL ROTATION 2024 – POSTS PUBLISHED:

(listed in alphabetical order of Delegation)

ANNEX 1

JOB N°	LCA* 2023	DELEGATION / OFFICE	JOB TITLE	Posting duration (years)**	Official/TA2(e) level post	MS level (new recruitment)
161139	30%	Armenia	Political Officer	3	AD5-12	AD7
152064	25%	Azerbaijan	Head of Political, Press and Information Section	4	AD5-12	AD9
151970	30%	China	Head of Political, Press and Information Section	3	AD5-12	AD9
152219	25%	Cuba	Head of Political, Press and Information Section	4	AD5-12	AD9
339038	25%	El Salvador	Political Officer	4	AD5-12	AD7
338933	25%	Eswatini	Political Officer	4	AD5-12	AD7
152136	30%	Fiji	Head of Political, Press and Information Section	3	AD5-12	AD9
152228	20%	Georgia	Political Officer	4	AD5-12	AD7
258336	35%	Guyana	Head of Political, Press and Information Section	3	AD5-12	AD9
303188	40%	Haiti	Political Officer	2***	AD5-12	AD7
401632	40%	Iraq (Erbil)	Team Leader - Head of EU Liaison Office	2***	AD5-12	AD9
287813	20%	Kosovo	Head of Section - Rule of Law	4	AD5-12	AD9
151715	35%	Liberia	Head of Political, Press and Information Section	3	AD5-12	AD9
151985	20%	Moldova	Head of Political, Press and Information Section	4	AD5-12	AD9
215348	30%	Nepal	Head of Political, Press and Information Section	3	AD5-12	AD9
166879	40%	Niger	Head of Political, Press and Information Section	3	AD5-12	AD9
166999	0%	OECD and UNESCO (Paris)	Political Officer	4	AD5-12	AD7
269195	40%	Papua New Guinea	Head of Political, Press and Information Section	3	AD5-12	AD9
166877	40%	Sierra Leone	Head of Political, Press and Information Section	3	AD5-12	AD9
213985	15%	South Africa	Political Officer	4	AD5-12	AD7
314916	40%	Ukraine	Political Officer	2	AD5-12	AD7
202154	0%	UN (Geneva)	Head of Section (ECO, ENV, DEV)	4	AD5-12	AD9
202159	0%	UN (Geneva)	Policy Officer (Health)	4	AD5-12	AD7
185967	0%	UN (New York)	Head of Section (UN Horizontal and Budget)	4	AD5-12	AD9
185963	0%	UN (New York)	Policy Officer (Other EU Policies - ECO, DEV)	4	AD5-12	AD7
302097	0%	United Kingdom	Political officer - Security and Defence	4	AD5-12	AD7
314496	10%	Yemen (p.t. based in Jordan)	Political Officer	4	AD5-12	AD7

* Living Condition Allowance

** To be confirmed through the notification to selected candidates after the 2023 annual review of LCAs.

*** Temporarily non-family posting