



**GUIDELINES**  
**2024 ROTATION EXERCISE**  
**AD POSTS IN EU DELEGATIONS**  
**(EXTERNAL PUBLICATION)**

**HEAD OF DELEGATION**  
**HEAD OF OFFICE**  
**DEPUTY HEAD OF DELEGATION**  
**HEAD OF SECTION**  
**POLITICAL/POLICY OFFICER**

These Guidelines apply to the rotation of EEAS AD posts in EU Delegations published externally<sup>1</sup>. The Decision ADMIN(2021) 221 of the High Representative of the Union for Foreign Affairs and Security Policy of 1<sup>st</sup> July 2021 on the periodic serving of Officials and Temporary Agents in Union Delegations (hereinafter, the “EEAS Rotation Decision”) sets out the rules for Officials and Temporary Agents engaged under Article 2(e) of the Conditions of Employment of Other Servants of the European Union (hereinafter, the “CEOS”) to be assigned to an EEAS post in an EU Delegation.

Posts will be filled through publication in accordance with Article 29(1)(a) and (b), as well as Article 98(1), first subparagraph, of the Staff Regulations of Officials of the European Union (hereinafter, the “SR”)<sup>2</sup>, by considering applications from:

1. permanent Officials of the institutions of the EU;
2. current EEAS Temporary Agents engaged under Article 2(e) of the CEOS (hereinafter, “Temporary Agents 2(e)”);
3. staff in active service from the diplomatic services of the Member States.

The posts published in the context of the 2024 rotation exercise are set out in the accompanying vacancy notices, which concern both management and non-management posts.

**GENERAL ELIGIBILITY CRITERIA<sup>3</sup>**

In accordance with Article 28 of the SR, Article 12(2) of the CEOS and the EEAS Rotation Decision, in order to be eligible, candidates must:

1. be nationals of one of the EU Member States and enjoy full rights as a citizen;
2. be AD EU Officials with an eligible grade<sup>4</sup>, or current EEAS AD Temporary Agents 2(e) with an eligible grade, or staff from the diplomatic services of the Member States;
3. have the capacity to work in the Common Foreign and Security Policy (CFSP) working languages (English and French);
4. have proven, pertinent external relations experience (see table in Annex 1 to these guidelines for minimum number of years required). Staff from the national diplomatic services must have gained this experience from working in a diplomatic service of one of the Member States.

Without prejudice to exemptions authorised by the Appointing Authority (hereinafter, the “AA”) / Authority Authorised to Conclude Contracts of Employment (hereinafter, the “AACC”) for exceptional and justified reasons, an Official or Temporary Agent 2(e) applying for a posting shall be subject to the following conditions by the time of posting:

- a. the candidate shall be in a position to serve the full duration of the posting within the duration of their service with the EEAS or before reaching the age of retirement foreseen under Article 52(a) of the SR;
- b. the candidate serving in a posting at the time of the application is eligible for a new posting if they are included in the rotation or mobility exercises, or if the deadline for submitting the application for the post in question is less than six months from the end of their ongoing posting, unless in the case of career progression;
- c. the candidate shall have served a minimum of two years in headquarters after return from two consecutive postings, unless in the case of career progression;
- d. the candidate is not eligible for posts/functions to which they have already been assigned in the same Delegation;
- e. the candidate is not eligible for a posting in a Delegation in which they have already served unless a minimum of two years has elapsed between the start of the new posting and the end of their previous posting in that Delegation;
- f. the candidate is not eligible for a third posting to the same Delegation, irrespective of the functions;

<sup>1</sup> If the interest of the service so requires, a selection procedure can be terminated at any stage and the post be filled by means of a reassignment, in accordance with Article 7(1) of the Staff Regulations.

<sup>2</sup> Link to the Staff Regulations: <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20210101&from=EN>

<sup>3</sup> All eligibility criteria must be satisfied on the closing date for applications, except where specified otherwise.

<sup>4</sup> See below “Grades and minimum years of seniority”.

- g. the candidate is not eligible for a second non-family/compound-confined posting unless a minimum of two years would have elapsed between the start of the new posting and the end of their previous non-family/compound-confined posting.

Please note that Officials shall serve in EU Delegations for **no more than two consecutive postings**. Only in the interest of the service, the Appointing Authority may exceptionally authorise a third consecutive posting, on condition that the total duration of the assignments to EU Delegations, including the duration of the exceptional third consecutive posting, shall not be superior to 12 years and three months. After two, or exceptionally three postings, the Official shall return to headquarters.

In the case of applications from EU Officials on leave for personal grounds, provided they are eligible for the post, successful candidates will be reinstated into active employment in accordance with Articles 35(a) and 40(4)(d) of the SR.

The concept of “career progression” is designed to allow staff to develop within the organisation. Accordingly, it refers to applications for a higher type of post according to Section A of Annex I to the SR and the relevant EEAS internal rules (in particular Decision ADMIN(2018) 2 of the High Representative of the Union for Foreign Affairs and Security Policy of 9 February 2018 on Types of Posts and Post Titles):

1. Staff members who currently hold a management post<sup>5</sup> and who apply for a more “senior” management post (i.e. corresponding to a higher type of post);
2. Staff members who hold a post of “Administrator” (AD 5 – AD 12) and who apply for a “middle management” post (i.e. post corresponding to the “Head of Unit or equivalent” type of post, AD 9 – AD 14)<sup>6</sup>;
3. EEAS AST staff members who have successfully completed the certification procedure and who apply for their first AD post.

Career progression is, in principle, not applicable inside the same EU Delegation, except in exceptional circumstances recognised as such by the AA/AACC in the interest of the service.

### **SPECIFIC ELIGIBILITY CRITERIA FOR CURRENT EEAS TEMPORARY AGENTS 2(e)**

1. EEAS Temporary Agents 2(e) currently assigned to an EU Delegation who are not in the 2024 rotation exercise or who are not in the third year of their

<sup>5</sup> According to Article 2(4) of the EEAS Rotation Decision, “management posts in Delegations” mean posts of Heads of Delegation and Deputy Heads of Delegation which are classified at the level of Head of Unit, Director or Director-General, or other posts which have been classified as ‘management posts’ for the purposes of this Decision by the Director responsible for Human resources”.

contract are, in principle, not eligible. Therefore, their applications will only be taken into consideration in the interest of the service.

2. Current EEAS Temporary Agents 2(e) who have completed two consecutive postings in EU Delegations are, in principle, not eligible.
3. Current EEAS Temporary Agents 2(e) are eligible to apply if they hold a post within the bracket of grades of the type of post concerned or, when it is not the case, if they fulfil the conditions required for (future newly recruited) national diplomats. If selected for the post and if applicable, they will be reclassified to the grade foreseen for new candidates from the Member States in the vacancy notice and may be submitted, when applicable, to a (new) probationary period pursuant to Article 14 of the CEOS<sup>7</sup>.
4. Current EEAS Temporary Agents 2(e) must have the renewed support of their Member State’s Ministry of Foreign Affairs for the post(s) for which they are applying (see further below, under “Application and Selection Procedure”), as well as the renewed guarantee of reinstatement in their Ministry of Foreign Affairs after the end of their contract with the EEAS.
5. Current EEAS Temporary Agents 2(e) must be able to finish the full duration of the posting (2, 3 or 4 years) within the maximum duration of their engagement in the EEAS<sup>8</sup>.

### **GRADES AND MINIMUM YEARS OF SENIORITY**

#### **MANAGEMENT POSTS:**

- HEAD OF DELEGATION

- HEAD OF OFFICE

- DEPUTY HEAD OF DELEGATION

1. For posts graded at **AD 15 – AD 16**, EU Officials must be either:
  - a) AD 15 or AD 16 and occupying a post corresponding to the type of post “Director-General or equivalent” ; or
  - b) AD 15 and occupying a post corresponding to the type of post “Director or equivalent”, with a seniority of at least 2 years in that post; or
  - c) AD 14 and occupying or having occupied a post corresponding to the type of post “Director or equivalent”, with a seniority of at least 2 years in that post and in that grade.

In the event of a successful application, EU Officials in grade AD 15 or AD 16 will be assigned to the post at their current grade. Candidates in grade AD 14 will be promoted to grade AD 15.

<sup>6</sup> Posts of Head of Section in EU Delegations are not considered as “middle management” posts.

<sup>7</sup> Judgment of 16 July 2015, *Murariu v AEAPP*, F-116/14, EU:F:2015:89, paragraphs 100 and 132.

<sup>8</sup> Maximum of 4 years, with a possible renewal of maximum 4 years. In exceptional circumstances and in the interest of the service, at the end of the eighth year, the contract may be extended for a maximum of 2 years (Article 50b(2) of the CEOS).

Candidates from the Member States and current EEAS Temporary Agents 2(e) will be recruited/assigned at grade AD 15.

2. For posts graded at **AD 14 – AD 15**, EU Officials must be either:
  - a) AD 14 or AD 15 and occupying a post corresponding to the type of post “Director or equivalent”; or
  - b) AD 14 and occupying or having occupied a “middle management” post corresponding to the type of post “Head of Unit or equivalent” for at least 2 years; or
  - c) AD 13 and occupying or having occupied a “middle management” post corresponding to the type of post “Head of Unit or equivalent”, with a seniority of at least 2 years in that post and in that grade.

In the event of a successful application, EU Officials in grade AD 14 or AD 15 will be assigned to the post at their current grade. Candidates in grade AD 13 will be promoted to grade AD 14.

Candidates from the Member States and current EEAS Temporary Agents 2(e) will be recruited/assigned at grade AD 14.

3. For posts graded at **AD 9 – AD 14**, EU Officials must be either:
  - a) AD 9 to AD 14; or
  - b) AD 8 and with at least 2 years' seniority in that grade.

In the event of a successful application, EU Officials in grade AD 9 to AD 14 will be appointed to the post at their current grade. Candidates in grade AD 8 will be promoted to grade AD 9. Candidates from the Member States and current EEAS Temporary Agents 2(e) will be recruited/assigned at grade AD 12.

#### **NON-MANAGEMENT POSTS:**

- **HEAD OF SECTION**
- **POLITICAL/POLICY OFFICER**

For such posts graded at **AD 5 – AD 12**, EU Officials and current EEAS Temporary Agents 2(e) occupying at any grade a post corresponding to the “Administrator or equivalent” (AD 5 – AD 12) type of post are eligible, as well as EEAS AST Officials who have successfully passed the certification procedure.

EEAS Officials in grades AD 13 and AD 14, who are not occupying or who have not occupied a management post, may express interest for these posts.

## **SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE MEMBER STATES**

In accordance with Article 5(3) of the SR, and with Articles 10(1), 12(2) and 50b(2) of the CEOS, in order to be eligible, candidates from the Member States must:

1. be nationals of one of the EU Member States;
2. possess a level of education which corresponds to completed university studies, attested by a diploma, when the normal period of university education is 4 years or more;  
  
or  
  
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 3 years;
3. have the required full-time professional experience (see table in Annex 1 for minimum number of years required). This experience must have been gained after completing university studies of 4 years, or of 3 years plus one year relevant professional experience, as set out in point 2 above. Candidates must indicate their level of education and professional experience on the application form;
4. provide a statement, under the format provided by the EEAS, issued by their Member State's Ministry of Foreign Affairs, which contains at least the following elements:
  - the post(s) for which the candidate applies;
  - that the candidate is a staff member in active status in the national diplomatic service<sup>9</sup> at the time of application, either as an official or under a permanent employment relationship;
  - that their Ministry of Foreign Affairs endorses their application for the post;
  - a guarantee of immediate reinstatement in their Ministry of Foreign Affairs or, when applicable, in their parent administration at the end of their contract with the EEAS.

**Template to be used can be found in annex 3**

If candidates are unable to provide this document from their Ministry of Foreign Affairs, their application will be deemed ineligible.

Candidates from the Member States who have served continuously 8 years or more, up to the maximum of 10 years<sup>10</sup>, as EEAS Temporary Agents 2(e) are not eligible during a period of at least 2 years starting from the date of termination of their last contract with the EEAS<sup>11</sup>.

<sup>9</sup> Candidates having a permanent employment relationship with a government ministry of their Member State, other than the Ministry of Foreign Affairs or equivalent, and who, at the time of their application, are on formal secondment to their Member State's MFA or an entity placed under the authority of the MFA (such as a Permanent representation or a mission of the Member State accredited to an international organisation) may also be considered as member of the national diplomatic service of that Member state.

<sup>10</sup> In accordance with Article 50b(2) of the CEOS; see, in this regard, footnote no. 8.

<sup>11</sup> ADMIN(2023) 24 on the maximum duration of engagement by the European External Action Service of non-permanent staff under successive limited duration contracts of different types, and on the minimum lapse of time between successive contracts under Article 2(e) of the CEOS

## SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FOR A MANAGEMENT POST (HEAD OF DELEGATION, HEAD OF OFFICE AND DEPUTY HEAD OF DELEGATION) IN EU DELEGATIONS

In accordance with Article 6(3) of the EEAS Rotation Decision, candidates for a management post in an EU Delegation shall:

1. have no less than two years' management experience with responsibility for at least six subordinate staff members (see table in Annex 1 to these guidelines for minimum number of years required);
2. shall not have been accredited as a diplomat to the country or international organisation of the posting at any time during the two years preceding the start date of the assignment indicated in the vacancy notice.

## POSTING POLICY

The date foreseen for taking up duty for all posts in the context of the rotation exercise is **1<sup>st</sup> September** of any given year, unless otherwise specified<sup>12</sup>.

All postings will in principle be **aligned with the rotation cycle and have the 31 August** of a given year as end date. The end date of a Temporary Agent contract will normally be aligned with the annual rotation/mobility date in the EEAS, irrespective of the starting date and within the overall limit of four years.

The duration of a posting will be between 2 and 4 years, subject to a possible evolution of the Living Conditions Allowance (LCA)<sup>13</sup>.

The AA/AACC may shorten or extend the duration of the posting by no more than one year, on its own initiative in the interest of the service and after hearing the staff member concerned, or upon justified request from this staff member, in particular due to modifications of the LCA.

The LCA and the duration of the posting will be tentatively indicated in the vacancy notice and confirmed to the candidates through the notification of their selection. As a guiding principle:

1. For posts with a LCA of 25% or less, the duration of the posting will in principle be 4 years.
2. For posts where the living and working conditions are defined as "difficult" and "very difficult" (LCA of 30% to 40%), the duration of the posting will in principle be 3 years.

3. For non-family postings, the duration of the posting is reduced to 2 years.

Please note that a candidate who has formally accepted a post in an EU Delegation will be, in principle, considered **non-eligible** for other posts in Delegations published in the same rotation exercise.

## CONDITIONS OF RECRUITMENT AND EMPLOYMENT

### PERSONNEL SECURITY CLEARANCE

A candidate selected for a posting shall be assigned or appointed on condition that they are granted **Personnel Security Clearance (PSC)** at EU SECRET level in accordance with Decision ADMIN(2019) 7 of the Director General for Budget and Administration of the EEAS of 8 March 2019 on Security Clearance Requirements and Procedures for the European External Action Service.

A selected candidate that is not in possession of the required PSC shall initiate the process for requesting the PSC in accordance with Article 5 of Decision ADMIN(2019) 7 within **ten working days** from the notification of their selection for the post, in line with Article 11 of the EEAS Rotation Decision. In case of refusal of the PSC, the candidate will not be assigned/recruited by the AA/AACC to the post concerned.

As a matter of policy, applications of individuals who have **dual nationality**<sup>14</sup>, of which one nationality would be of a third country, or the partner of whom has the nationality of the host country will be considered eligible for a posting in that host country only as a positive result of a case-by-case assessment. In that regard, the EEAS examines in particular if there could be a conflict of interest and a risk of a possible refusal by the host country to grant diplomatic immunity to the staff member and/or to **partner** and family, as well as possible security risks. In case of refusal of the host country, the AA/AACC may decide to renounce to the assignment of the person concerned to a post in this country. The Directorate in charge of Human Resources may ask for additional information from the applicant in this context.

### MEDICAL CLEARANCE

A candidate selected for a posting shall be assigned or appointed on condition that they are fit to perform their duties in the post of assignment certified by the **medical clearance**, in line with Article 10 of the EEAS Rotation Decision.

<sup>12</sup> Taking into account budgetary considerations and the interests of the service, this date may be advanced or postponed, on a case-by-case basis.

<sup>13</sup> Living Conditions Allowance: "An allowance for living conditions shall be fixed, according to the official's place of employment, as a percentage of reference amount. That reference amount shall comprise the total basic salary, plus the expatriation allowance,

household allowance and dependent child allowance, less the compulsory deductions referred to in the Staff Regulations or in the regulations adopted to implement them" (Article 10(1) of Annex X to the SR).

<sup>14</sup> Posting of individuals having the nationality of the receiving State is subject to the consent of such State per provisions of the Vienna Convention on Diplomatic Relations of 1961.

Furthermore, successful candidates will be contacted by our services in order to fulfil the relevant medical requirements for the post as appropriate, including a psychological assessment which the Appointing Authority (AA/AACC) reserves the right to request notably for hardship postings (countries with a Living Conditions Allowance of 30% or higher).

Should the AA/AACC decide, at the end of the selection procedure, to propose one of the posts open in the context of the rotation exercise to a candidate, please note that a valid COVID vaccination certificate may be required before taking up duty and for the entire assignment in EU Delegations, especially for hardship postings<sup>15</sup>, having regard to the duty of care of the EEAS for its staff and taking account of the need to ensure appropriate health and safety standards in the country of posting<sup>16</sup>. Additionally, please be aware that the domestic legislation of third countries hosting EU Delegations may at any time require, *inter alia*, a valid vaccination certificate in order to work or to obtain an entry visa. It is the obligation of the successful candidate to comply with the national rules in force<sup>17</sup>. Failing to do so, the AA/AACC may decide to withdraw its decision on the selection.

A medical visit might not be required for EEAS staff:

- a) When moving from one EU Delegation to another, unless the Living Conditions Allowance for the new posting is 30% or higher;
- b) When moving from HQ to a Delegation in a country deemed equivalent (i.e. with no Living Conditions Allowance).

## OTHER

Candidates are deemed to be fully aware of the provisions of **Annex X** to the Staff Regulations, which applies to staff serving in Delegations located outside the European Union, regarding their rights and obligations (i.e. leave entitlements, allowances, reimbursement of expenses, social security benefits).

Candidates are deemed to be fully aware of the **local living conditions**, including *inter alia* information concerning security, health care, education, social acceptance of sexual orientation, employment opportunities for spouses and the accommodation provided (Article 5 or 23 of Annex X to the SR), before applying. Candidates are strongly encouraged to

consult the relevant [Country Post reports](#) which are available from EEAS.RM.01, Coordination Division: [RM-01-COORDINATION@eeas.europa.eu](mailto:RM-01-COORDINATION@eeas.europa.eu).

Delegations located within the European Union (i.e. Delegations in Paris, Rome, Strasbourg and Vienna) are covered by the provisions of **Annex VII** to the SR<sup>18</sup>.

Candidates for **Head of Delegation** positions should be aware of the specific provisions for **residence** where they shall reside. All EU Residences for Heads of Delegation are provided by the Institution under Article 5 of Annex X to the SR. The residence has a double function: it is the venue foreseen for the official representation under the terms of the Vienna Convention of 1961; it is also the private home of the Head of Delegation. For obvious budgetary reasons, official residences are normally kept for long periods of time; hence under normal circumstances it is not possible to choose a different residence when a new Head of Delegation is appointed.

## TRAINING

Successful candidates shall participate in all compulsory pre-posting **training**.

All posts in an EU Delegation require the successful completion of 'BASE', a security e-learning. Postings in higher risk countries also require the successful completion of the security e-learning 'SAFE'. If not completed, the AA/AACC may decide to postpone the taking up of duties in the country of assignment, which would imply that financial entitlements under Annex X to the SR would not be applicable. Moreover, for some posts 'Hostile Environment Awareness Training' (HEAT) is mandatory or recommended before taking up duty<sup>19</sup>.

Considering that the selected candidates could act as Chargé d'Affaires *ad interim* in the absence of the Head of Delegation, they will need to successfully follow the required trainings (including ABAC) allowing them to receive the temporary sub-delegation on the budget managed by the Delegation.

## APPLICATION AND SELECTION PROCEDURE<sup>20</sup>

Basic Data protection provisions are to be followed in accordance with Regulation (EU) 2018/1725<sup>21</sup>. The

<sup>15</sup> Hardship postings are determined in accordance with Article 10(1) of Annex X to the SR, which requires the AA to take into account *inter alia* the 'health and hospital environment' when determining the allowance for living conditions.

<sup>16</sup> Article 1e(2) of the SR.

<sup>17</sup> Article 41 of the Vienna Convention on Diplomatic Relations provides: "*Without prejudice to their privileges and immunities, it is the duty of all persons enjoying such privileges and immunities to respect the laws and regulations of the receiving State.*"

<sup>18</sup> A posting to a Delegation within the EU does, *inter alia*, not give rise to an entitlement for the reimbursement of housing or schooling costs.

<sup>19</sup> The Appointing Authority (AA/AACC) may decide not to appoint a selected candidate who does not successfully participate in the HEAT training.

<sup>20</sup> If the interest of the service so requires, a selection procedure can be terminated at any stage and the post be filled by a reassignment in accordance with Article 7 of the SR.

<sup>21</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39–98).



related Privacy Statement provides information on how the EEAS is processing personal data<sup>22</sup>.

## 1) Application procedure

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria, including belonging to the relevant type of post, or having the minimum of years of seniority in the grade bracket immediately below of the post applied for, in order to avoid automatic exclusion from the selection procedure.

All candidates must apply through e-Application, the online system available at:

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

To log on to **e-Application**, an EU LOGIN is required; external candidates without an account can register to get one through the link above. EU staff members with a professional EU LOGIN account should use that account for their application. A helpdesk facility is available via the Contact Support tab in the **e-Application**.

Candidates may list a maximum of 8 posts in order of preference for each rotation publication (management and non management). A choice of 8 posts may be made among all posts offered in the AD management rotation (Head of Delegation and Deputy Head of Delegation posts) and a choice of 8 posts may be made among all posts offered in the AD non-management rotation<sup>23</sup> via **e-Application**, using their EU login and password.

Candidates are invited to indicate whether they would be interested in considering **other posts** included in the 2024 rotation exercise, should none of the 8 posts indicated as priorities be assigned to them.

During the online application procedure, candidates must upload either in English or French:

- 1) Their CV (preferably using the Europass format, available at the website of the European Centre for the Development of Vocational Training: [link to Europass website](#)).
- 2) One single motivation letter (maximum 2 pages) covering all posts applied for. Candidates applying for a Head of Delegation post are invited to focus, in their motivation letter, on their management and interpersonal skills, and illustrate these with concrete examples.
- 3) The “absence of conflict of interest form” annexed to these guidelines adequately filled in. Additional details on the absence of conflict of interest may be

requested at a later stage from the selected candidates.

- 4) Candidates from the Member States and current EEAS Temporary Agents 2(e) must also upload a copy of their passport/ID.

Temporary agents 2(e) currently working in the EEAS must upload a certificate confirming i) the renewed support of their Member State’s Ministry of Foreign Affairs for the post(s) for which they are applying as well as ii) the renewed guarantee of reinstatement in their Ministry of Foreign Affairs after the end of their contract with the EEAS. Template to be used can be found in annex 3.

- 5) Candidates from the Member States must upload the statement of their Ministry of Foreign Affairs described in point 4) of the section “Specific eligibility criteria for candidates from the Member States” above. Template to be used can be found in annex 3.

**The closing date for applications is Thursday, 14 September 2023 at 12.00 noon (Brussels time).**

Please note that the **only** way to submit an application is using the online system. Any submission by email will not be accepted. **Applications received after the deadline will not be accepted**<sup>24</sup>. As the system may experience peak activity around the deadline for applications, candidates are strongly advised to submit their application as **early as possible**.

For correspondence concerning the selection procedures, please use the following email addresses:

**For Head and Deputy Head of Delegation posts:**  
[CCA-SECRETARIAT@eeas.europa.eu](mailto:CCA-SECRETARIAT@eeas.europa.eu)

**For Head of Section and Political Officer posts:**  
[AD-Non-Management-Delegations@eeas.europa.eu](mailto:AD-Non-Management-Delegations@eeas.europa.eu)

## 2) Pre-selection and selection

The pre-selection and selection will be done according to the rules set forth in Articles 8 (management posts) and 9 (non-management posts) of the EEAS Rotation Decision.

## EQUAL OPPORTUNITIES

The EEAS is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst

<sup>22</sup> Your personal data will be processed in accordance with Regulation (EU) 2018/1725, as implemented, within the EEAS, by the Decision ADMIN(2019) 8 of the High Representative of the Union for Foreign Affairs and Security Policy on implementing rules relating to the protection of personal data by the European External Action Service and the application of Regulation (EU) 2018/1725.

The privacy statement is available on the Europa website: ([EEAS privacy statement data-protection-notice-purpose-processing](#)

[personal-data-related](#) and on the EEAS Intranet: <https://intranet.eeas.europa.eu/page/eeas-work/data-protection/privacy-statements-dp-notices>) - [Direct link to the privacy statement](#).

<sup>23</sup> Additionally, EEAS staff may apply for a maximum of 8 posts in the internal AD non-management rotation exercise.

<sup>24</sup> Any technical difficulties must be reported with screenshots before the deadline via the Help function in e-Application.

the EU Member States. We aim at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

Candidates with disabilities are invited to contact CCA-SECRETARIAT@eeas.europa.eu (for applications for management posts) or EEAS-AD-Non-Management-Delegations@eeas.europa.eu (for applications for non-management posts) in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure in equality of opportunities with other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation, in accordance with Article 1d(4) of the Staff Regulations.

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**MINIMUM YEARS OF EXPERIENCE REQUIRED FOR MANAGEMENT POSTS:**

**HEADS OF DELEGATION  
AND  
DEPUTY HEADS OF DELEGATION**

	<b>Posts published at level:</b>		
For candidates from the Member States:	AD 12	AD 14	AD 15
For EU Staff Members:	AD 9 – AD 14	AD 14 – AD 15	AD 15 – AD 16
Management experience	≥ 3 years	≥ 7 years At relevant level	≥ 9 years At relevant level
External relations experience	≥ 6 years	≥ 10 years	≥ 12 years
Professional experience (Member States candidates only)	≥ 12 years	≥ 15 years	≥ 15 years

**MINIMUM YEARS OF EXPERIENCE REQUIRED FOR NON-MANAGEMENT POSTS:**

	<b>Posts published at level:</b>	
	<b>POLITICAL OFFICERS</b>	<b>HEADS OF SECTION</b>
For candidates from the Member States:	AD 7	AD 9
For EU Staff Members:	AD 5 – AD 12	AD 5 – AD 12
External relations experience	≥ 2 years	≥ 3 years
Professional experience (Member States candidates only)	≥ 6 years	≥ 10 years



EUROPEAN EXTERNAL ACTION SERVICE



**DECLARATION OF ABSENCE OF CONFLICT OF INTEREST BY CANDIDATES IN ROTATION 2024**

*According to Article 6 of the Decision ADMIN(2021) 221 of the High Representative of the Union for Foreign Affairs and Security Policy of 1<sup>st</sup> July 2021 on the periodic serving of Officials and Temporary Agents in Union Delegations ("EEAS Rotation Decision"), candidates shall "not have any conflict of interest such as to impair their independence if selected for the post. To this end, the candidates shall submit with their application a form declaring that they are free from any such conflict and detailing any actual or potential conflict of interest. This form shall also contain information on the nationalities, professional activities and other relevant facts concerning the spouse/partner of the candidate or dependents living in the same household with the candidate".*

Title/First name/Name	
Nationality	
Candidate status:	
<input type="checkbox"/> Permanent Official of the Institutions of the EU <input type="checkbox"/> Current EEAS Temporary Agent <input type="checkbox"/> Candidate from a Member State	
Current employer	
Spouse/partner's nationality/nationalities	
Spouse/partner's professional activities	

**ASSESSMENT TO BE FILLED BY CANDIDATE**

*In your opinion, do you have any personal interest, in particular a family or financial interest, or do you represent any other interests of third parties which would actually or potentially impair your independence in the course of your duties in the eventuality of your posting in a EU delegation and which may thus lead to any actual or potential conflict of interest relevant to that position?*

YES ☐ NO ☐

*If yes, please detail:*

**I hereby certify that the information provided in this form is correct and complete, and that my *curriculum vitae* is correct and duly updated.**

Date and signature:

**TO BE UPLOADED IN e-APPLICATION ("ATTACHED DOCUMENTS" TAB, THEN "OTHERS")**



**ANNEX 3 TO GUIDELINES  
AD POSTS (EXTERNAL)**

**CERTIFICATE OF ADMINISTRATIVE STATUS, ENDORSEMENT AND REINSTATEMENT<sup>25</sup>**

**Staff from national diplomatic services of the Member States  
(Article 98(1), first subparagraph, of the Staff Regulations)**

It is certified herewith that for the purposes of the application for the post(s) of *Click or tap here to enter text.*, Mr./Ms *Click or tap here to enter text.* is employed on a permanent basis by the national diplomatic service<sup>26</sup> of *insert Member State*

The Ministry of Foreign Affairs of *insert Member State* endorses the application of Mr./Ms *Click or tap here to enter text.* for the above post(s).

In accordance with Article 6(11) of the Decision 2010/427/EU of the Council and Article 50b(2) of the Conditions of Employment of Other Servants of the European Union, Mr./Ms *Click or tap here to enter text.* has a guarantee of immediate reinstatement in active service at the end of his/her period of service to the EEAS.

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<sup>25</sup> To be completed and certified by the competent authority of the national diplomatic service

<sup>26</sup> Candidates having a permanent employment relationship with a government ministry of their Member State, other than the Ministry of Foreign Affairs or equivalent, and who, at the time of their application, are on formal secondment to their Member State's MFA or an entity placed under the authority of the MFA (such as a Permanent representation or a mission of the Member State accredited to an international organisation) may also be considered as member of the national diplomatic service of that Member state.