



EUROPEAN EXTERNAL ACTION SERVICE (EEAS)

External publication

Vacancy Notice 2024/145 – HQ (AD)

Policy Officer in the Hybrid Threats and Cyber Division, SECDEFPOL.2

Type of post “Administrator”

Job no. 459616

**Eligibility grade for EU officials and current temporary agents under Article 2(e) of the CEOS:
AD 5 – AD 12. Grade of recruitment for candidates from the Member States¹: AD 7**

WE ARE

The European External Action Service (hereafter, the “EEAS”) supports the High Representative in the exercise of his mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (hereafter, the “CFSP”), to represent the EU and to chair the Foreign Affairs Council.

It also supports the High Representative in his capacity as Vice-President of the Commission with regard to his responsibilities within the Commission in the external relations field, including the coordination of other aspects of the EU’s external action. The EEAS works in close cooperation with the EU Member States as well as the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

The Managing Directorate for Peace, Security and Defence (MD.PSD) is engaged in fostering and strengthening the EU’s role as a global security actor. It seeks to promote peace and security and to deliver on the EU’s ambition in defence. It engages in the entire conflict cycle, from prevention and mediation to cyber and hybrid threats and from crisis management to defence, stabilisation and early reconstruction. Within MD PSD, the Directorate for Security and Defence Policy (SECDEFPOL) is playing a key role in supporting the EU to stay at the forefront of developments in security and defence policy across the thematic spectrum. Within the Directorate, the Hybrid Threats and Cyber Division leads the coordination of the EU’s efforts to address external security threats in the fields of hybrid and cyber, in particular through the development and operationalisation of policies, operational tools and international engagement, fulfilling the EU level of ambition, as expressed in the Strategic Compass of 2022 and subsequent strategic documents.

WE PROPOSE

The post of a **Policy Officer**. The successful candidate will join the Hybrid Threats and Cyber Division in the Managing Directorate for Peace, Security and Defence (MD PSD), to implement activities in the area of partnerships on cybersecurity and countering hybrid threats. She/he will contribute to step-up the EEAS’ efforts, capacities, and to further strengthen the way the EU cooperates with and supports partners in these fields. She/he will work in a friendly and dynamic environment of a newly created division, in close synergy with Member States and relevant EU agencies, bodies and institutions.

¹ Candidates from the Member States are primarily candidates from the national diplomatic services, in line with Article 98(1), first subparagraph, of the Staff Regulations. In the alternative, candidates from other national public entities may be considered, in line with the second subparagraph of this provision, in exceptional cases.

The main functions and duties of the post are as follows:

Under the authority of the Head of Division, the successful candidate will:

- contribute to the development and implementation of partnerships in the field of cyber and hybrid threats;
- support the organisation of and follow up to dialogues and consultations with partners in the areas of cyber and hybrid;
- monitor international trends and policy developments at national level in Member States and third states in the area of cyber and hybrid threats;
- contribute to the implementation, elaboration and further development of strategies, policies and initiatives related to cooperation with partners in the field of cyber and hybrid;
- prepare and/or contribute to policy documents and their implementation related to this area, working closely with Member States, EEAS geographical and relevant thematic services, EU Delegations, EUSRs/Special Envoys, CSDP structures, and the European Commission, as well as other EU institutions, including through inter-institutional consultations and decision-making processes;
- contribute to developing awareness and capacities within the EEAS and other services, mainstreaming cyber/hybrid within the Common Foreign and Security Policy, as well as in the programming activities;
- contribute to and/or draft reports and briefings on activities in the area of responsibility, as well as to communication efforts to promote visibility of EU action;
- establish and maintain regular contacts and exchanges with other EU institutions, Member States, third countries, EU Delegations, public and/or private sector, international organisations and/or with research institution and the academic community at large in the area of responsibility;
- participate and/or represent the Division in meetings with stakeholders, including European Union institutions, Member States, third countries, international organisations, private sector and civil society at large.

We are looking for:

We are looking for a dynamic, proactive and motivated candidate with strong diplomatic and communication skills who has an understanding of the EU policy making processes and decision-making procedures, in addition to experience in areas of security and defence, cyber and/or countering hybrid threats, and preferably on building partnerships in these area. We are seeking a team player with excellent inter-personal skills and the ability to create constructive working relations, as well as a flexible attitude with regard to quickly changing agenda.

This position is classified as an "Administrator" type of post² in the grade bracket AD 5 – AD 12.

If selected for the post, candidates from the national diplomatic services of the Member States will be recruited at grade AD 7.

Current EEAS temporary agents to whom Article 2(e) of the Conditions of Employment of Other Servants (hereafter, the "CEOS") applies and who have a higher grade than the one determined above for candidates from the national diplomatic services of the Member States shall retain their current grade in case of selection for the post. If their grade is below the one set for candidates from the national diplomatic services of the Member States, they will be reclassified at grade AD 7.

² According to Annex I to the Staff Regulations and the relevant EEAS internal rules.

LEGAL BASIS FOR RECRUITMENT TO THIS POSITION

The successful candidate for this position will be:

- appointed in accordance with Article 29(1)(a) of the SR if he/she is an EU official;
- recruited in accordance with Article 29(1)(a) and Article 98(1), first subparagraph, of the SR and Article 2(e) of the CEOS if the candidate comes from the national diplomatic service of a Member State or reassigned if she/he is a temporary agent to whom Article 2(e) of the CEOS applies;
- appointed in accordance with Article 29(1)(b) of the SR if he/she is an EU official from another institution;
- in the alternative, if it was not possible to fill the vacant post through any of the previous possibilities mentioned, recruited either in accordance with Article 29(1)(c) of the SR (competition laureates), or in accordance with Article 29(1)(a) and Article 98(1), second subparagraph, of the SR and Article 2(b) of the CEOS (candidates coming from a national public entity other than the diplomatic service).

WE LOOK FOR

ELIGIBILITY CRITERIA³:

- General

In addition to the conditions set out in Article 28 of the SR for EU officials or in Article 12 of the CEOS for temporary agents, candidates must:

1. be an EU official, a temporary agent to whom Article 2(e) of the CEOS applies or a member of staff from the national diplomatic service of a Member State; members of other national administrations of the Member States may also express interest as per the specific eligibility criteria;
2. have the capacity to work in the languages of the CFSP and external relations (English and French);
3. have at least 2 years' proven, pertinent experience in external relations.

EPSO competition laureates who are on a valid reserve list established in accordance with Article 30 of the SR may have their applications considered only in the event that no suitable candidate can be found among candidates covered by Article 29(1)(a) and Article 98(1) of the SR, or by Article 29(1)(b) of the SR.

- Specific eligibility criteria for EU officials and temporary agents to whom Article 2(e) of the CEOS applies

1. EU officials or temporary staff to whom Article 2(e) of the CEOS applies must occupy a post in the grade bracket AD 5 – AD 12, or have occupied such a post before their change in administrative status in accordance with Article 35 of the SR, or occupy an AST post and be on the list drawn up according to Article 45(a)(c) of the SR (certification list).
2. Due to the need to ensure sound financial management of the limited financial resources and given the fact that the assignment of a staff member to a Delegation has important budgetary and business continuity implications, applications from staff members currently serving in a Delegation are in principle not eligible unless they are included in the annual rotation or mobility exercises and if the day for

³ All the eligibility criteria must be met on the closing date for applications to this post.

submitting the applications for the vacancy notice is less than six months from the end of their ongoing posting. Other applications may only be considered in the interest of the service or in duly justified situations.

3. Due to the need to ensure business continuity, applications from EEAS staff members who have less than two years in their current post in Headquarters at the date of their submission are not eligible. They may only be considered in the interest of the service or in duly justified situations.
4. Candidates who, at the time of the application, are EU officials, independently of their administrative status under Article 35 of the SR, cannot request to be recruited as temporary agents under Article 2(e) of the CEOS. In the case of applications from EU officials on leave for personal grounds, successful candidates will be reinstated into active employment within the meaning of Article 35(a) of the SR.
5. Candidates who, at the time of the application, are temporary agents to whom Article 2(e) of the CEOS applies, must provide a **new certificate** issued by their Ministry of Foreign Affairs⁴ (hereafter, the "MFA") containing the same elements as requested for candidates from the national diplomatic services of the Member States (see specific eligibility criteria for candidates from the national diplomatic services of the Member States).

- **Specific eligibility criteria for candidates from the national diplomatic services of the Member States to be recruited in accordance with Article 98(1), first subparagraph, of the SR**

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

1. Possess a level of education:
 - a. which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more; OR
 - b. which corresponds to completed university studies attested by a diploma and relevant professional experience of at least one year when the normal period of university education is at least three years⁵.
2. Have gained at least 6 years' full time professional experience. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience.

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

3. The candidates shall provide a certificate issued by the national diplomatic service/MFA of their Member State of origin, which contains at least the following elements:
 - the post for which the candidate applies;
 - confirmation that the candidate is a staff member in active service in their national diplomatic service at the time of the application, either as a government official/civil servant or under a permanent employment relationship with the MFA; or that they have the same status/employment relationship at another national administration of their Member State and are

⁴ Notwithstanding national terminology that may vary from one Member State to another.

⁵ The minimum of one year of professional experience required under (b) counts as an integral part of the above qualification and cannot be included in the professional experience required under point 2.

- on formal secondment to their MFA or an entity placed under the authority of the MFA such as an embassy, a permanent representation or a mission of the Member State accredited to an international organisation;
- endorsement by the MFA of their application for the post;
- a guarantee of immediate reinstatement at the end of their period of service with the EEAS, as required under Article 50(b)(2) of the CEOS.

Model of the abovementioned certificate is provided in **Annex I** of this vacancy notice.

If candidates are unable to provide this document from the MFA of their Member State of origin, their application will be deemed ineligible.

Furthermore, candidates who would be recruited as temporary agents under Article 2(e) of the CEOS must be in a position to serve during the full duration of their assignment within the maximum duration of engagement in the EEAS.

Candidates from the national diplomatic services of Member States, who have served continuously 8 or up to the maximum of 10 years as temporary agents under Article 2(e) of the CEOS pursuant to Article 50(b)(2) of the CEOS, are not eligible before a lapse of at least 2 years from the termination of their last contract under Article 2(e) of the CEOS⁶.

- Possibility for staff members of other national services to express their interests for the post

In case no suitable candidate is found among the candidates being EU officials, coming from the national diplomatic services of the Member States, or being temporary agents to whom Article 2(e) of the CEOS applies, the selection procedure for this post carried out on the basis of Article 29(1) and/or Article 98(1), first subparagraph, of the SR would be deemed unsuccessful. In such situation, profiles of staff members coming from public national administrations of the Member States other than national diplomatic services may be exceptionally considered by the Authority Authorised to Conclude Contracts of Employment (hereafter, the "AACC").

Given the specific nature of this particular post and the specialised profile sought, national servants with such a profile are hereby already invited to express their interest in this position.

These candidates should meet points (2) and (3) of the general eligibility criteria, as set out above. In addition:

- (a) by analogy, they should meet the same specific eligibility criteria than the ones applicable for candidates from the national diplomatic services of the Member States with regard to their level of education and professional experience; and
- (b) they shall provide a certificate issued by the national diplomatic service/MFA of their Member State of origin which contains at least the following elements:
 - the post for which the candidate applies;
 - confirmation that the candidate is a staff member in active service in their national administration of origin at the time of their application, either as a government official/civil servant or under a permanent employment relationship with this administration;
 - endorsement by the national diplomatic service of their application for the post;
 - a guarantee of immediate reinstatement in their national administration of origin

⁶ Decision 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.

after the end of their period of service with the EEAS.

Model of the abovementioned certificate is provided in **Annex II** of this vacancy notice.

If candidates are unable to provide this document from the national diplomatic service of their Member State of origin, their application will be deemed ineligible.

If selected for the post, the candidate would be recruited as a temporary agent under Article 2(b) of the CEOS.

SELECTION CRITERIA:

Candidates should have:

- an excellent ability to maintain diplomatic relations and to ensure representation, communication and management in a complex, multicultural environment;
- an excellent capacity to create constructive working relations with national authorities, international organizations and EU Member States;
- strong drafting, communication and analytical skills combined with sound judgement;
- knowledge and experience of working with CFSP/CSDP policies preferably including the EU's financing instruments, internal policies and functioning of the Union; and a good knowledge of the EEAS;
- excellent knowledge of external relations, including experience in negotiations in the field of external relations, with third country national authorities, international organisations and EU Member States;
- experience in security and defence with a strong preference for experience on cyber policy or counter-hybrid threats policy or related policy at national, EU or international level;
- experience in policy-making and strategy development, as well as in organising dialogues and/or consultations with partners;
- the ability to communicate clearly on complex issues and the capacity to perform with accuracy and in a flexible manner a diversity of tasks in a complex institutional environment.

Furthermore:

- experience of working in an embassy, a delegation (or equivalent in an international organisation)
- experience of working in the field of strategic communications.

would be considered assets.

TYPE AND DURATION OF CONTRACT FOR NEW TEMPORARY AGENTS

The successful candidate will be offered a temporary contract under Article 2(e) of the CEOS. Such contracts may not exceed 4 years in duration; their expiry will as far as possible be aligned with the usual date of mobility at Headquarters (currently 31 August of each year). The contract of successful candidates who, at the time of their application, are temporary agents under Article 2(e) of the CEOS currently employed in the EEAS will be amended and renewed for a maximum 4 year period, within the limits provided for by Article 50(b)(2) of the CEOS.

In case no suitable candidate is found among the EU officials or members of national diplomatic services who applied for this post and if, subsequently, after taking into consideration the expressions of interests of members of other national administrations, the AACC found a suitable profile among them, the latter would be offered a contract of temporary agent under Article 2(b) of the CEOS. Such contracts may not exceed 4 years

in duration and can be renewed only once for a 2 years period, in accordance with Article 8, second indent, of the CEOS.

All newly engaged temporary staff will be required to complete a probationary period of 9 months, in accordance with Article 14 of the CEOS.

PLACE OF EMPLOYMENT

Brussels, Belgium

SPECIFIC CONDITIONS OF EMPLOYMENT

If the successful candidate is not an EU official or a temporary agent currently employed in the EEAS, he/she will be required to undergo a medical examination to ensure that he/she is physically fit to perform the duties.

The requested level of security clearance for this post is: SECRET UE/EU SECRET. A description of the EU classified information levels is available under Article 2 of Annex A of the [Decision ADMIN\(2023\) 18 on the security rules of the EEAS](#)⁷.

The selected candidate should hold, or be in the position to obtain, a valid Personnel Security Clearance (hereafter, the "PSC")⁸ issued by the competent authority of the Member State concerned.

Candidates who do not already have a valid PSC will be required to go through the security clearance vetting procedure of their Member State to obtain this clearance in accordance with national laws and regulations and with the procedure laid down in the [Decision ADMIN\(2019\)7 on Security Clearance Requirements and Procedures for the EEAS of 08 March 2019](#) and in Annex A I of the [Decision ADMIN\(2023\) 18 on the security rules of the EEAS](#). Until the PSC is issued by the competent authority of the Member State concerned, the selected candidate will not be authorised to access EUCI at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or above, or to participate in any meetings or workflow where EUCI is processed.

Please note that the necessary procedure for obtaining a PSC can be initiated on request of the employer only, and not by the individual candidate.

In case of failure to obtain or renew the required PSC, the AACC may take the appropriate measures in accordance with Article 3(3) of the [Decision ADMIN\(2019\) 7 on Security Clearance Requirements and Procedures for the EEAS of 08 March 2019](#).

Successful candidates from the national diplomatic services or from other national services of the Member States will be required to sign a conflict of interest form as part of the recruitment process.

EQUAL OPPORTUNITIES

⁷ OJ C 263, 26 July 2023, p.16.

⁸ The 'Personnel Security Clearance' is defined under point 2 of Annex A I of the Decision ADMIN(2023) 18 on the security rules of the EEAS as "a statement by a competent authority of a Member State which is made following completion of a security investigation conducted by the competent authorities of a Member State and which certifies that an individual may, provided his 'need-to-know' has been determined, be granted access to EUCI up to a specified level (CONFIDENTIEL UE/EU CONFIDENTIAL or above) until a specified date; the individual thus described is said to be 'security cleared'."

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 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 the functional mailbox (EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu) in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure with equal opportunities as 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 Art 1(d)(4) of the SR.

APPLICATION AND SELECTION PROCEDURE⁹

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

1. Application

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria applicable to their situation in order to avoid automatic exclusion from the selection procedure.

Candidates must apply through the online system:

<https://eapplication.eeas.europa.eu/>

To log on to the system, an ECAS (European Commission Authentication Service) password is required; candidates without a password can register to get one through the aforementioned link. EU staff members with a professional ECAS account should use that account for their application. A helpdesk facility is available via the "Contact Support" function within the online system.

In case of connection problems, you can also refer to the complete EU Login user guide: https://webgate.ec.europa.eu/cas/manuals/EU_Login_Tutorial.pdf

During the online application procedure, candidates will have to upload their CV and motivation letter (in English or French). Candidates are invited to use the "Europass" CV format (<https://europa.eu/europass/en/create-europass-cv>) for their applications.

Candidates from the Member States will, in addition, have to upload a copy of their passport/ID and the certificate issued (within the past 6 months) by the MFA of their Member State of origin.

Candidates will have the opportunity to follow the progress of their application through the online system.

The closing date for the submission of applications is **25 October 2024 at 12:00** (CET - Brussels' time). Please note that the only way to submit an application is using the online system.

As the system may experience peak activity around the deadline, candidates are strongly advised to submit their application as early as possible. Late applications will not be accepted.

For correspondence concerning the selection procedures, please use the following email address: EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu

⁹ Your personal data will be processed in accordance with Regulation (EC) 2018/1725. The privacy statement is available on EEAS webpage: http://eeas.europa.eu/data_protection/rights/index_en.html

2. Pre-selection

The pre-selection will be done by a panel on the basis of the qualifications and the professional experience described in the CV and motivation letter. The panel will produce a shortlist of a limited number of eligible candidates who best meet the selection criteria for the post.

3. Selection

The candidates who have been shortlisted will be invited for an interview so that the selection panel can evaluate them objectively and impartially on the basis of their qualifications, professional experience and linguistic skills, as listed in the present vacancy notice. The selection panel will recommend a shortlist of candidates to the Appointing Authority/AACC that will make the final selection.

It is recalled that, if the interest of the service so requires, the selection procedure can be terminated at any stage and the post be filled by a transfer in accordance with Article 7 of the SR.

CONTACT:

Ms Barbara Gallo, Head of Division ☎ +32 2584-2230 Email: Barbara.Gallo@eeas.europa.eu
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POST AVAILABLE AS OF: immediately



ANNEX I

CERTIFICATE OF ADMINISTRATIVE STATUS, ENDORSEMENT AND REINSTATEMENT¹

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 service² of *insert Member State* and is in active service on the date of signature of the present certificate.

The Ministry of Foreign Affairs³ 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.

¹ To be completed and certified by the competent authority of the national diplomatic service.

² 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.

³ Notwithstanding national terminology that may vary from one Member State to another.



ANNEX II

CERTIFICATE OF ADMINISTRATIVE STATUS, ENDORSEMENT AND REINSTATEMENT¹

Technical support staff at AD level (Article 98(1), second 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 following national administration : *Click or tap here to enter text.* of *insert Member State* and is in active service on the date of signature of the present certificate.

The Ministry of Foreign Affairs²*Click or tap here to enter text.* of *Click or tap here to enter text.* endorses the application of Mr/Ms *Click or tap here to enter text.* for the above post(s).

Mr/Ms *Click or tap here to enter text.* has a guarantee of immediate reinstatement in active service within his/her administration of origin at the end of his/her period of service to the EEAS.

¹ To be completed and certified by the administration of employment.

² Notwithstanding national terminology that may vary from one Member State to another.