



EUROPEAN EXTERNAL ACTION SERVICE (EEAS)

External publication

Vacancy Notice 2024/151– HQ (AD) Deputy Head of Division in the in the Intelligence analysis Division (INTCEN.1)

Type of post “Administrator”

Job no. 294189

Eligibility grade for EU officials: AD 5 – AD 12. Grade of recruitment for candidates from the Member States and current temporary agents under Article 2(e) of the CEOS: AD 9

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 EU Intelligence and Situation Centre (EU INTCEN) is the exclusive civilian intelligence unit of the EU, providing in-depth analysis for decision makers in all EU Institutions. As such, EU INTCEN is a directorate of the EEAS that is directly attached to the High Representative of the Union for Foreign Affairs and Security Policy and Vice-President of the European Commission. It comprises an Intelligence Analysis Division (INTCEN.1) and a Support/Open Source Research Division (INTCEN.2).

EU INTCEN also offers its services to the various EU decision-making bodies in the fields of the EU Common Foreign and Security Policy (CFSP), Common Security Defence policy (CSDP) and Counter Terrorism, as well as to the Member States. Under the SIAC agreement, it works hand in hand with its military counterpart, the EUMS INT, in order to deliver joint civilian and military intelligence assessments.

WE PROPOSE

The post of a **Deputy Head of Division**. The successful candidate will join the Intelligence analysis Division (INTCEN.1).

The Division comprises around 60 staff members divided in two sectors: one consisting of four sections covering horizontal and security threats, the other consisting of five geographical sections. INTCEN.1 analysts comprise EEAS officials/temporary agents as well as seconded national experts from Member States’ intelligence and security services.

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

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

- Deputise for INTCEN.1 Head of Division in his/her analytical function and, when needed, assist and replace the Head of Division in leading and managing the division;

- Coordinate the work of the Division and its Sectors;
- Supervise the drafting of comprehensive analysis reports and Review intelligence documents produced by the Division staff before their final approval;
- Undertake the reporting or give oral presentations in Crisis Meeting or Council Working Groups;
- Facilitate interactions between the division and all the other intelligence support providers, such as EU Satellite Centre or INTCEN.2 division, in line with the "all sources approach";
- Contribute, in support of the Head of Division, to the first-line interface with INTCEN.1 external partners and intelligence and Security services;
- In absence of the Head of the Regional Sector, lead and ensure daily management of five geographical sections totalling around 25 analysts.

This position is classified as an "Administrator" type of post¹ 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 9.

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 9.

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).

¹ According to Annex I to the Staff Regulations and the relevant EEAS internal rules.

WE LOOK FOR

ELIGIBILITY CRITERIA²:

- **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 3 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 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 Affairs³ (hereafter, the "MFA") containing the same elements as

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

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

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 years⁴.
2. Have gained at least 10 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 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)

⁴ 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.

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 CEOS⁵.

- **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 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

⁵ 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.

- authorities, international organizations and EU Member States;
- strong drafting, communication and analytical skills combined with sound judgement;
- excellent knowledge of external relations, internal policies and functioning of the Union;
- experience and knowledge of CFSP-related issues (when applicable);
- have experience to work with/in intelligence and security services;
- a working proficiency in English and a sufficient level of French (reading and/or understanding);
- a profound background in Intelligence analysis within one of the MS security or intelligence services of at least 4 years.

Furthermore:

- experience of managing and working in a team in multi-disciplinary and multi-cultural environment;
- some experience of negotiations;
- experience of managing analytical teams working on classified reporting

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](#)⁶.

Given the specific role of the INTCEN and the sensitive nature of the tasks pertaining to the offered position which requires candidates to have already gained an experience in handling EUCI documents, **a valid Personnel Security Clearance (PSC)**⁷ issued by the competent authority of their Member State in accordance with national laws and regulations is mandatory **at the moment of application in order to enter the selection process.**

The selected candidate may still be required to obtain a new PSC for the present post in accordance with national laws and regulations of his or her Member State 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 new PSC is issued, the selected candidate may 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

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.

⁶ OJ C 263, 26 July 2023, p.16.

⁷ 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'."

APPLICATION AND SELECTION PROCEDURE⁸

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 **7 November 2024 at 12:00h** (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

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

⁸ 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

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:

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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.