

## Vacancy notice 2024-179 HQ (AD) – SECRETARY-GENERAL

### EEAS Vacancy Notice – Secretary-General

#### Type of post "Director-General"

#### EU Officials (AD 15 – AD 16) – Candidates from the Member States<sup>1</sup> (AD 15)

#### **We are:**

The European External Action Service (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 (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 with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

#### **We propose:**

The position of **Secretary-General** of the EEAS. As per Article 4(1) of the Council Decision 2010/427/EU, of 26 July 2010, establishing the organisation and functioning of the European External Action Service<sup>2</sup>, the Secretary-General manages the EEAS under the authority of the High Representative. Assisted by three Deputy Secretary-Generals, s/he is tasked to take all measures necessary to ensure the smooth functioning of the EEAS, including its administrative and budgetary management. The Secretary-General will provide strategic direction to the work of the EEAS on key foreign policy issues, ensuring effective co-ordination between the concerned departments in Headquarters (EEAS, Commission services and General Secretariat of the Council) as well as with the Union Delegations, with his/her Member State counterparts and in third countries including through political dialogues.

This position is classified as a "Director-General" type of post<sup>3</sup> in the grade bracket AD 15 – AD 16.

If selected for the post, candidates from the national diplomatic services of Member States will be recruited at grade AD 15.

If selected for the post, the contract of candidates who, at the time of their application are temporary agents to whom Article 2(e) of the Conditions of Employment of Other Servants (hereafter, the "CEOS") applies, will be amended and, if applicable, these candidates will be reclassified at grade AD15.

The duration of the assignment to the post shall be, in principle, four years.

#### **Legal Basis for the recruitment to this position**

The successful candidate for this position will be:

- appointed in accordance with Article 29(1) of the Staff Regulations of the Officials of the EU (SR) if he or she is an EU official;
- recruited in accordance with Article 29(1)(a) and Article 98(1), first subparagraph, of the SR, if the candidate is a member of the national diplomatic service of a Member State or reassigned if he/she is

<sup>1</sup> Temporary Agents from national diplomatic services of the Member States to whom Article 2(e) of the CEOS applies will also be reclassified to this grade if selected for the post.

<sup>2</sup> OJ L 201, of 3.8.2010, pp. 30–40.

<sup>3</sup> According to the Annex I of the Staff Regulations and the relevant EEAS internal rules.

a temporary agent to whom Article 2(e) of the CEOS applies. Such candidates shall be recruited or, if applicable, assigned at grade AD 15 or at their current grade if it is higher.

## **We look for:**

### **Eligibility Criteria**<sup>4</sup>

#### **- General**

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

1. be an EU official, or a temporary agent to whom Article 2(e) of the CEOS applies, or a member of staff from national diplomatic services of the Member States;
2. have the capacity to work in the languages of the CFSP and external relations (English and French), necessary for the performance of their duties. Knowledge of other EU languages would also be an asset;
3. have twelve years' management experience commensurate with the responsibilities of the post;<sup>5</sup>
4. have at least 12 years' proven, pertinent external relations experience - for staff from national diplomatic services, this experience must have been gained from working in a national administration of one of the Member States.
5. Without prejudice to exemptions authorised by the High Representative, in his/her capacity as Appointing Authority (AA)/Authority Authorised to Conclude Contracts of Employment (AACC) for exceptional and justified reasons, 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 Staff Regulations.

#### **- Specific eligibility criteria for EU officials**

1. EU officials applying for this post must be either:
  - AD 15 or AD 16 and occupying a post corresponding to the type of post "Director-General"; or
  - AD 15 and occupying a post corresponding to the type of post "Director"; or
  - AD 14 and occupying or having occupied a post corresponding to the type of post "Director", with a seniority of at least 2 years in that post and in that grade.

In the event of a successful application, EU officials at AD 15 – AD 16 will be appointed/assigned to the post at the same grade. EU officials at AD 14 will be promoted to grade AD 15 for the purpose of their assignment as Secretary-General.

2. 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 Articles 35(a) of the SR.

#### **- Specific eligibility criteria for candidates from the national diplomatic services of the member states to be recruited in accordance article 98(1), first subparagraph, of the SR.**

<sup>4</sup> All the eligibility criteria must be met on the closing date for applications for this post.

<sup>5</sup> In their CVs, applicants should indicate management experience in terms of: (1) title and role of management positions held, (2) numbers of staff overseen in these positions, (3) the size of budgets managed, and (4) numbers of hierarchical layers above and below and number of peers.

In line with Article 12 of the CEOS and in accordance with the needs of the service, candidates from the diplomatic services of Member States of the Union 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 years.<sup>6</sup>
2. have gained at least 15 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. Candidates from national diplomatic services and current temporary agents engaged under Article 2(e) CEOS must be able to return to active service with their Member State after the end of their period of service to EEAS.

The candidates shall provide a statement issued by their national diplomatic service, which contains at least the following elements:

- the post to which the candidate applies;
- that the candidate is a staff member in active service in the national diplomatic service of their respective member state at the time of application, either as an official or under a permanent employment relation;
- that the national diplomatic service endorses his/her application to the post ;
- A guarantee of immediate reinstatement in the national diplomatic service after the end of their contract with the EEAS/the end of their secondment.

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

Candidates from the Member States should be in active employment in their public service of origin at the moment of the application.

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 50b(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 CEOS<sup>7</sup>.

#### **- Specific eligibility criteria for temporary agents to whom Article 2(e) of the CEOS applies**

Temporary agents to whom Article 2(e) of the CEOS applies must provide a statement issued by their national diplomatic service containing the elements provided for by the specific eligibility criteria for candidates from national diplomatic services of the Member States.

Candidates from national diplomatic services who, at the time of their application, are Temporary Agents to whom Article 2(e) of the CEOS applies, are eligible to apply, irrespective of their current grade, provided that they fulfil the general eligibility criteria.

### **Selection Criteria**

The ideal candidate should:

<sup>6</sup> 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 3.

<sup>7</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.

- have an established track record of leading and shaping international organisations in an international context or in a diplomatic service;
- have an excellent ability to maintain diplomatic relations at a senior level and to ensure representation, communication and management in a complex, multicultural environment;
- have an excellent capacity to play a lead role in negotiations in the fields of public administration and external relations, with national authorities of the Member States, international organisations and EU institutions, offices, bodies and agencies;
- have strong communication and analytical skills combined with sound judgment;
- have excellent knowledge of external relations, internal policies and the functioning of the Union, as well as of CFSP and CSDP related issues;
- have a strong capacity for strategic thinking, developing policy concepts and prioritising, combined with the ability to formulate effective strategies to communicate those policies;
- have an established track record in managing human and financial resources at a senior level. Knowledge of EU budgetary, administrative and human resources policies would be a strong asset;
- have the ability to create and maintain a strong network of contacts with internal and external stakeholders (including Member States, other EU institutions, third countries, international organisations and NGOs); and

## **TYPE AND DURATION OF CONTRACT FOR TEMPORARY AGENTS**

If the successful candidate is not an EU official, or a temporary agent currently employed in the EEAS under Article 2(e) of the CEOS, he or she will be required to undergo a medical examination to ensure that he or she is physically fit to perform the duties.

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. The contract of successful candidates who are temporary agents under Article 2(e) CEOS currently employed in the EEAS will be amended and renewed for a 4 years period, within the limits provided for by Article 50(b)(2) 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**

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

The selected candidate will be required to obtain a Personnel Security Clearance (PSC) at the level required 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](#).

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 High Representative, in his/her capacity as AA/AACC, may take the appropriate measures in accordance with Article 3(3) of the [Decision ADMIN\(2019\) 7 on Security](#)

Successful candidates from the national diplomatic services of the Member States will be required to make a declaration of their commitment to act independently in the public interest and a declaration of any interests which might be considered prejudicial to their independence.

## 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 ([CCA-SECRETARIAT@eeas.europa.eu](mailto:CCA-SECRETARIAT@eeas.europa.eu)) 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 Art 1d.4 of the Staff Regulations.

## PROCEDURE<sup>8</sup>

The selection procedure will take place, pursuant to Articles 4 and 3(1)(v) of Decision ADMIN(2023) 25 of the High Representative of the Union for Foreign Affairs and Security Policy, of 10/07/2023, on the Consultative Committee on Appointments to the European External Action Service, in three different and successive steps:

### 1. Application

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria 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](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://europass.cedefop.europa.eu/documents/curriculum-vitae>) for their applications.

Candidates from the national diplomatic services of the Member States will, in addition, have to upload a copy of their passport/ID and a recent statement by their Ministry for Foreign Affairs (issued within the past 6 months) confirming that they are part of a national diplomatic service..

All 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 **16 December 2024 12.00 midday** (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.

<sup>8</sup> 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.htm](http://eeas.europa.eu/data_protection/rights/index_en.htm)

For correspondence concerning the selection procedures, please use the following email address: [cca-secretariat@eeas.europa.eu](mailto:cca-secretariat@eeas.europa.eu)

## **2. Pre-selection**

Pursuant to Article 1(2)(i) of the Decision ADMIN(2023) 25, the pre-selection will be done by the Consultative Committee on Appointment (CCA), in its core composition, on the basis of the qualifications and the professional experience described by the candidates in their CVs and motivation letters. The CCA will then 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 CCA can evaluate them objectively and impartially on the basis of their qualifications, professional experience and linguistic skills, as listed in the present vacancy notice. On the basis of a comparative assessment of their merits, the selection panel will recommend a shortlist of candidates to the High Representative who, acting as AA/AACC will make the final selection. The High Representative reserves the right to interview the shortlisted candidates.

**CONTACT:** Ms Kristin DE PEYRON, Director-General for Resource Management

**Email:** [KRISTIN.DE-PEYRON@EEAS.EUROPA.EU](mailto:KRISTIN.DE-PEYRON@EEAS.EUROPA.EU)

**POST AVAILABLE:** 1 January 2025