

EEAS Vacancy Notice

Seconded National Expert in the Directorate for the Americas

Policy/Desk Officer – Mexico, Central America and Caribbean Division (AMERICAS.2)

COST-FREE

AD level post

Job No. 390697

We are:

The European External Action Service (EEAS) supports the High Representative in the exercise of her mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), of representing the EU and of chairing the Foreign Affairs Council. It also supports the High Representative in her capacity as Vice-President of the Commission with regard to her 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 General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

We propose:

The post of a “cost-free” Seconded National Expert (SNE) on the position of policy/desk officer in the AMERICAS.2 division. The division is responsible for strengthening political, economic and social relations between the EU and Mexico, Central America and the Caribbean, ensuring the fulfilment of the EEAS role in CFSP, in sub-regional relations through the EU-OACPS agreement for the Caribbean and the Association Agreement with Central America, and in development cooperation under the Neighbourhood, Development and International Cooperation Instrument – Global Europe (NDICI-GE).

The Division's work covers Mexico and the Central American countries of Nicaragua, Guatemala, Honduras, El Salvador, Costa Rica, and Panama; and the Caribbean states of Antigua and Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Lucia, St Kitts and Nevis, St Vincent and the Grenadines, Suriname, and Trinidad and Tobago. These 23 countries are managed from 14 EU Delegations under the remit of AM.2 Division. The Division is also responsible for relations with Regional Organisations such as SICA, SIECA, CARICOM, CARIFORUM, the OECS and the ACS.

Functions and Duties:

Under the authority of the Head of the Division, the SNE will be responsible for advancing the relations of the EU with Central American and/or Caribbean countries and regional institutions, in collaboration with other desk officers in the division.

The post has until now covered the following countries and topics (this might be reviewed depending on needs, priorities and profile):

- co-desk for the Caribbean with special focus on Eastern Caribbean countries (OECS members) and groupings (OECS, ACS)
- Co-desk Cuba
- Migration, Citizenship by Investment schemes and visa-related issues
- Environment, Climate Action
- Energy, Transport, Health
- Maritime issues & fisheries

In general terms, the job will involve:

1. Pursuing the EU's policies in all areas, promoting and protecting the EU's interests and values, and promoting the visibility of the European Union;
2. Providing briefing, reports, speeches, statements, press releases and articles for the HR/VP, high level actors from other EU institutions representing the EU (President of the European Council, President of the European Commission, Commissioners) as well as EEAS management;
3. Liaising with all relevant stakeholders, including with other EEAS divisions, other EU institutions and member states;
4. Monitoring, analysing, and reporting regularly on internal and regional political developments, foreign policy and/or other policy areas of relevance for EU interests;
5. Participating, as appropriate, at Council Working Parties and European Parliament committee meetings or at other inter-institutional and international meetings.

We are therefore seeking a highly motivated colleague who, in close cooperation with the respective country and regional Desks, will perform the following specific tasks:

Policy analysis

- Research, analyse, follow-up and provide updates on the political, social and economic and human rights situation.
- Provide relevant up-to date information for country fiches, reports and website.

Policy definition

- Contribute towards the definition of EU policies vis-à-vis the third country/ies concerned in relation to political, economic, social, human rights, humanitarian or other situations in co-ordination with Member States, international organisations and other donors, safeguarding EU values and interests.
- Implementation of the Memoranda of Understanding and/or agreements in terms of bilateral and/or sub-regional consultations and high level meetings, including by contributing to the organisation, preparation and holding of political dialogues and other sectoral policy dialogues.
- Contribute to establishing joint positions with on regional or global issues of mutual interest.
- Co-ordinate, finalise and revise as required Strategy Papers and Multi-Annual Indicative Programmes (MIPs) for the country in co-operation with EU Delegations and other Commission services.
- Contribute to and monitor progress in strategies and implementation of NIP and ensure their follow-up on the basis of input by the Delegations, INTPA and other Commission services.
- Provide briefing dossiers, speeches, statements, press releases and articles concerning the country, on request.

Programme and project management

- Co-operate in preparing programmes and follow their preparation and implementation by the Delegations and other Commission services, ensuring conformity with the country strategy / MIP.
- Conduct field visits to assess the pertinence of strategy, political and sectoral performance of partners and need for further intervention.

Representation and Negotiation

- Take contact with counterparts in Member States and with other major players in relation to political and co-operation matters.
- Participate in dialogues with and relate with the authorities and representations of the third country/ies concerned.
- Establish close relations with civil society organisations in and from the third countries concerned and in the EU.

Internal co-ordination and consultation; inter-institutional relations

- Carry out and respond to Inter-Service Consultations.

- Organise country team meetings.
- General co-ordination of relations with Delegations.
- Monitor all Community policies having impact on the third country/ies concerned (human rights, trade, fisheries, etc.).
- Organise and maintain relations, co-ordination and contacts with the other EU institutions.

We are looking for:

The European External Action Service (EEAS) is seeking a dynamic, proactive and highly motivated colleague with strong analytical, networking, drafting, and reporting skills to occupy the post of Policy/Desk officer. The candidate should have a good understanding of EU policy-making and decision-making processes, and an understanding of inter-institutional relations as well as have relevant political experience in the proposed areas. The candidate will be working in a friendly and dynamic environment, although at times under time constraints or with overlapping priorities. S/he will have to work in an international and multicultural environment in close synergy with Member States and other EU institutions.

Legal basis:

- This vacancy is to be filled in accordance with the EEAS Decision of the High Representative of the Union for Foreign Affairs and Security Policy HR DEC(2014) 01 of 04/02/2014 establishing the rules applicable to National Experts seconded to the European External Action Service.

Eligibility criteria:

Candidates must:

- a) Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;
- b) Have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function groups AD or AST as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the Union or, where justified in the interests of the service, professional training of an equivalent level.¹;
- c) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties;
- d) Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that s/he will carry out;
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;
- f) Remain subject to the social security legislation applicable to the public administration, international administration or entity which employs the SNE and which will assume responsibility for expenses incurred abroad. In case of posting to an EU Delegation, the employer certifies that the SNE is covered for medical expenses incurred at the place of secondment, as well as costs of repatriation on health grounds throughout the full period of secondment;
- g) Ensure that there is no conflict of interest and that he/she will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

¹ Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference, see: <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

Selection criteria:

Candidates should:

A. Education and training

- Have a University diploma in law, political science, international relations, economics or other relevant field.

B. Professional knowledge

- Have a professional experience of at least 5 years in third countries (diplomatic missions, international organizations, NGOs, etc.).
- Have a professional experience of at least 3 years, preferably in the Ministry of Foreign Affairs, International Development or in the international relations branch of other relevant ministries.
- Extensive knowledge of the above-mentioned policy areas is required, including proven analysis and reporting, conflict-sensitive analytical capacities,
- Good working knowledge of the EU (institutional) environment, and related decision-making processes and instruments in the area of external action and/or the external dimension of EU policies.

C. Skills

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required.
- Have the ability to work in teamwork, to coordinate and to communicate effectively.
- Have solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

D. Languages

- A thorough knowledge (capacity to write and speak) in English and Spanish is required. A working-level knowledge of French would be an asset.

E. Personal Qualities

- Dynamic, motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges.

Equal opportunities

- The EEAS is committed to an equal opportunities policy for all its staff and applicants. 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 SNE-HQ@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.

Conditions of secondment

SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer.

Other expenses such as removal costs, allowances, salary, insurance, schooling (while the SNE maintains the right to enrol the children in an European School Type I)[1] and costs related to the enrolment to the Interinstitutional nurseries or the After-school centre managed by the early childhood centre of the European Commission shall not be covered by the EEAS. However, in case the SNE makes use of these two facilities for their dependent children, the EEAS shall recover any invoiced cost (including the institutional and the parental contribution, estimated at approximately EUR 18,000 per year and per child) from the Seconded National Expert concerned on a yearly basis. For further information, please contact RM-01-COORDINATION@eeas.europa.eu

Duration of the secondment: 2 years, renewable up to 4 years in total.

Vacancy available from: Immediately

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu
