



## EUROPEAN EXTERNAL ACTION SERVICE (EEAS)

### **External Publication**

#### **Vacancy Notice 2025/036 – HQ (AD) Legal Officer/HRM Officer in the Coordination Division (RM.01)**

**Type of post “Administrator”**

**Job no. 470327**

**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 7**

### **WE ARE**

The European External Action Service (hereafter, the “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 (hereafter, the “CFSP”), to represent the EU and to chair 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 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 mission of the Directorate General for Resource Management (DG.RM) is to support the functioning and the development of the EEAS, in headquarters and in the EU delegations, by providing appropriate financial and human resources, logistic infrastructure and an effective security regime. Its global objective is to respond to the EEAS’ evolving needs and to ensure that the service is in the best possible conditions to fulfil its political priorities within the available resources.

The Division “RM.01- Coordination” is directly attached to the Director-General for Resource Management, coordinating various administrative policies and ensuring that DG.RM relevant decisions, rules and procedures are compliant with the legal framework.

Within this division, the Legal Coordination and Ethics Sector covers, inter alia, legal issues relating to a wide area of the EEAS administrative activities, especially on the implementation of the EU Staff Regulations and Conditions of Employment of Other Servants (CEOS), and of the Financial Regulation applicable to the general budget of the Union, in Headquarters and EU delegations.

### **WE PROPOSE**

The post of a **Legal Officer/HRM Officer**. The successful candidate will join the Sector for Legal Coordination and Ethics of RM.01 Division in the General Directorate for Resources Management (DG.RM).

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

Under the authority of the Head of Division, the successful candidate will be required to analyse, advise and assist on horizontal legal issues and policies in the field of administration and finance, including, in particular (but not limited to), the EEAS staff rights and obligations, and to the implementation of EEAS administrative decisions and other implementing rules:

- handling of complaints lodged on the basis of article 90 and of requests on the basis of article 24 of the Staff Regulations, including:

- analysis of the complaints (or requests) and preparation of draft decisions of the Appointing Authority, taking into account, where relevant, other services contributions;
  - following-up of all related contacts and correspondence, especially with the complainants (or requestors) and concerned services;
  - ensuring compliance with the statutory deadlines;
  - monitoring of the case-law on the implementation of Staff Regulations and CEOS to ensure compliance of the relevant draft Appointing Authority's decisions.
- participation in meetings related to the division's competences, preparation of reports, briefings, service positions, contributions and replies;
  - provision of legal analysis and advice on horizontal legal issues, in particular with regard to the Staff Regulations and CEOS and their implementing provisions, including administrative enquiries and, if applicable, disciplinary issues;
  - drafting and/or review of draft internal administrative rules and legal acts (internal rules, implementing rules, contracts and other legal instruments), with a focus on EEAS staff rights and obligations and the implementation of Annex X of the Staff Regulations;
  - provision of guidance in the area of expertise to management and operational units (including EU Delegations);
  - drafting written communications to relevant actors in HQ and delegations on legal obligations and procedures;
  - provision of guidance to management and operational Divisions (including Delegations) on the preparation and implementation of legal acts and decisions of the Appointing Authority and of the Authorising Officer by Delegation / Sub-Delegation.
  - provision of guidance to management and operational divisions (including delegations) on the conformity of procedures with standing rules and regulations, in particular with regards to the Staff Regulations and the Financial Regulation applicable to the general budget of the Union, as well as their implementing decisions.

This position is classified as an "Administrator" type of post<sup>1</sup> in the grade bracket AD 5 – AD 12.

If selected for the post, candidates from the national diplomatic services of the Member States, as well as candidates coming from a national administration other than the diplomatic service 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.

## **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;

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<sup>1</sup> According to Annex I to the Staff Regulations and the relevant EEAS internal rules.

- 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 administration other than the diplomatic service).

## **WE LOOK FOR**

### **ELIGIBILITY CRITERIA<sup>2</sup>:**

#### **- 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 and EEAS internal 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.

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

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 Affairs<sup>3</sup> (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 years<sup>4</sup>.
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 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

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<sup>3</sup> Notwithstanding national terminology that may vary from one Member State to another.

<sup>4</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 2.

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 to 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 CEOS<sup>5</sup>.

- **Possibility for staff members of national administration other than national diplomatic 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, candidates with such a profile are hereby 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.

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<sup>5</sup> 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.

## **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;
- have professional experience in the provision of legal advice;
- have a sound knowledge of EU legal and institutional matters;
- have a sound understanding of the EU Staff Regulations and Conditions of Employment of other Servants (CEOS) and a good understanding of the Financial Regulations applicable to the general budget of the Union;
- have strong communication skills and the ability to establish and maintain a network of contacts both within and outside the EEAS;
- have a strong service attitude;
- be able to draft and review legal texts in English and in French;
- be a flexible team player.

Furthermore:

- experience of working in a team in multi-disciplinary and multi-cultural environment;
- professional experience in the implementation of the EU Staff Regulations and Conditions of Employment of other Servants;
- knowledge and experience in ethics issues and/or administrative enquiries;
- knowledge and experience on access to documents requests and data protection;
- working experience with or within other EU institutions, especially in HR or legal services;
- professional experience of judicial proceedings before national courts and/or the Court of Justice of the European Union or before national courts;
- ability to work in a demanding environment, with short delay, with high level project demand, and;
- agility and a creative and flexible mind-set to solve multi-dimensional problems

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

- As a matter of policy, applications by individuals who have dual nationality of which one of a non-EU country, will be considered on a case-by-case basis taking account in particular of the functions attributed to the vacant post. The EEAS also examines if there could be a conflict of interest or security risks.

In this context, **all candidates shall fill with their application a declaration of potential conflict of interest (Annex III).**

- 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](#)<sup>6</sup>.

The selected candidate should hold, or be in the position to obtain, a valid Personnel Security Clearance (hereafter, the "PSC")<sup>7</sup> 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](#).

## 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

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<sup>6</sup> OJ C 263, 26 July 2023, p.16.

<sup>7</sup> 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'."

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](mailto: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 PROCEDURE<sup>8</sup>**

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](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) and the declaration of potential conflict of interest (**Annex III**). 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 **18 April 2025 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](mailto:EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu)

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<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.html](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:**

Ioanna POULI, Head of RM.01 Sector - Legal Coordination and Ethics

☎ +32 2584-2275

Email: Ioanna.Pouli@eeas.europa.eu

**POST AVAILABLE: immediately**



## ANNEX I

### CERTIFICATE OF ADMINISTRATIVE STATUS, ENDORSEMENT AND REINSTATEMENT<sup>1</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>2</sup> of *insert Member State* and is in active service on the date of signature of the present certificate.

The Ministry of Foreign Affairs<sup>3</sup> 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>1</sup> To be completed and certified by the competent authority of the national diplomatic service.

<sup>2</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>3</sup> Notwithstanding national terminology that may vary from one Member State to another.



## ANNEX II

### CERTIFICATE OF ADMINISTRATIVE STATUS, ENDORSEMENT AND REINSTATEMENT<sup>1</sup>

#### 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 Affairs<sup>2</sup>*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.

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<sup>1</sup> To be completed and certified by the administration of employment.

<sup>2</sup> Notwithstanding national terminology that may vary from one Member State to another.



### ANNEX III

#### DECLARATION OF POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY CANDIDATE (PART I)

Article 11(3) of the Staff Regulations of Officials of the European Union (SR):

*“Before recruiting an official, the Appointing Authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest. In such cases, the Appointing Authority shall take this into account in a duly reasoned opinion. If necessary, the Appointing Authority shall take measures referred to in Article 11a(2)”.*

Article 11a(2) of the SR:

*“Any official to whom it falls, in the performance of his duties, to deal with a matter referred to above shall immediately inform the Appointing Authority. The Appointing Authority shall take any appropriate measure, and may in particular relieve the official from responsibility in this matter”.*

These provisions apply to temporary agents and contract agents in accordance with Articles 11 and 81 of the Conditions of Employment of Other Servants of the European Union (CEOS).

It is the candidates’ duty to inform through this form the EEAS of any actual or potential conflict of interest regarding their future tasks. They shall be broad in their identification of actual or potential conflict of interests. It is reminded that it will be up to the administration, and not to the candidates themselves, to assess on this basis whether they are sources of conflict of interests and, if applicable, whether they constitute an issue for the recruitment and, if not, whether they should call for adequate mitigating measures to protect both the interests of the institution and of the selected candidate.

**Title/First Name/Name:** .....

Candidate status:	
<input type="checkbox"/> Official of the Institutions of the EU	<input type="checkbox"/> Candidate from a Member State
<input type="checkbox"/> Current EEAS/EC Temporary Agent	<input type="checkbox"/> EPSO laureate
<input type="checkbox"/> Current EEAS/EC Contract Agent	<input type="checkbox"/> External
Current and former EU nationality/nationalities:	
Current and former non-EU nationality/nationalities:	

Current employer:	
Spouse/partner's EU nationality/nationalities:	
Spouse/partner's non-EU nationality/nationalities:	
Spouse/partner's professional activities:	
Dependents' nationality/nationalities:	

**Job No and Position applied for:** .....

Administrative status of position concerned:  Official <input type="checkbox"/> Temporary agent <input type="checkbox"/> Contract agent <input type="checkbox"/>  Grade of the position: ..... Directorate/Division/Delegation: .....
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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 could actually or potentially impair your independence in the course of your duties in the specific vacancy at the EEAS and which may thus lead to any actual or potential conflict of interest relevant to that position?

**YES ☐ NO ☐**

*If yes, please detail:*

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

I understand that any infringement of the above requirements under the SR and the CEOS may lead, *inter alia*, to the withdrawal of an offer of employment or/and, if I am a staff member of an EU institution, to the opening of an administrative investigation based on Article 86 of the SR and to a potential disciplinary procedure under Annex IX to the SR.

Date and signature:

**TO BE UPLOADED IN E-APPLICATION ("ATTACHED DOCUMENTS" TAB, Conflicts of interest).**