



## EUROPEAN EXTERNAL ACTION SERVICE (EEAS)

### Vacancy Notice 2025/146 DEL (AD) Head of Administration post in EU Delegations to Egypt, Senegal, Türkiye and Ukraine

Eligibility grade for permanent EU AD officials and current temporary agents under Article 2(e) of the CEOS: AD 5 – AD 12. Grade of recruitment for candidates from the Member States: AD7.

#### WE ARE

The European Union has 145 Delegations, 9 of which are to international organisations. In all, around 6.000 persons are currently serving in these Union Delegations. 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.

The work of a Delegation varies from country to country but, in general, covers political matters, press and information, trade, aid management and the external aspects of internal EU policies.

The EU Delegations are placed under the authority of the High Representative of the Union for Foreign Affairs and Security Policy, who is also Vice President of the European Commission.

#### WE PROPOSE

4 positions of Head of Administration at the EU Delegations to Egypt, Senegal, Türkiye and Ukraine

Type of post: Administrator - **AD5-AD12** level.

#### PLACE and DATE OF EMPLOYMENT

Job n°	Country, city	Function	Living Condition Allowance	Posting duration	Job available as of
214853	EGYPT, Cairo	Head of Administration	30%	3 years	01/01/2026
494813	SENEGAL, Dakar	Head of Administration	20%	4 years	01/09/2026
230580	TÜRKIYE, Ankara	Head of Administration	15%	4 years	01/09/2026
494913	UKRAINE, Kiev – non family posting	Head of Administration	40%	2 years	01/09/2026

#### JOB DESCRIPTION

The Head of Administration is responsible, under the authority of the Head of Delegation, for the Administrative Section of the Delegation. Tasks to be handled with a high degree of autonomy and strong sense of initiative include leading a team of local agents in charge of the day to day running of the delegation.

The Head of Administration is responsible for dealing with personnel matters of all staff, managing the infrastructures owned or rented by the Delegation and advising with regard to the search of housing, providing for equipment and services, ensuring the implementation of safety and security measures as

well as of transmission of information; the overall administrative and financial management of the delegation's budget, including procurement procedures.

The Head of Administration shall act as Imprest Account Holder, as appointed by the Accounting Officer of the European Union. The Head of Administration is also in charge of relations with local authorities relating to the administrative functioning of the delegation, including protocol related issues.

With a very high degree of responsibility, the Head of Administration shall ensure the proper functioning of the administration, which is essential for the overall performance of the delegation. The Head of Administration plays a fundamental role inside the delegation and in relation with local authorities and companies. Exposed to a wide variety of tasks and stakeholders, the essential attributes of a Head of Administration are organisational skills, openness and flexibility, adaptability and willingness to learn and to take initiatives when necessary. Excellent human contacts and service culture are also prerequisites.

As **Administrator function group**, the Head of Administration is also expected, upon request from headquarters, to handle additional managerial, conceptual and analytical duties requiring of high degree autonomy and strong sense of initiatives. Such tasks would include ad hoc support missions to others Delegations, support HQ or Delegations on the preparation of high level or complex procurement files, active contribution to the ongoing review of the provisions of the administrative support to EU Delegations, senior mentoring, geographical coordination, among others.

In **Egypt**, the Head of Administration will also supervise the administrative support for the EU Delegation Sudan, currently evacuated and hosted in Cairo.

In case of recruitment of a temporary agent, the duration of the assignment to the post shall, in principle, be four years dependent on the maximum duration of engagement in the EEAS allowed by their type of contract<sup>1</sup>.

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 renewed, and, if their grade is below the one set for candidates from the Member States, they will be reclassified at grade AD 09.

Current EEAS temporary agents to whom Article 2(e) of the CEOS applies and who have a higher grade than the one determined above for candidates from the Member States shall retain their current grade in case of selection for the post

## **LEGAL BASIS**

The successful candidate for this position will be:

- appointed in accordance with Article 29(1)(a) of the Staff Regulations (hereafter, the "SR") if they are 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 they are a temporary agent to whom Article 2(e) of the CEOS applies;
- appointed in accordance with Article 29(1)(b) of the SR if they are a permanent EU official from another institution;
- recruited in accordance with Article 29(1)(c) of the SR (competition laureates) if it was not possible to fill the vacant post through any of the previous possibilities mentioned.

This Vacancy Notice is based on [ADMIN\(2024\) 20 Decision](#) of the High Representative of the Union for Foreign Affairs and Security Policy of 24 July 2024 on the periodic serving of Officials and Temporary Agents in Union Delegations.

It is recalled that if the interest of the service so requires, the selection procedure can be terminated at any stage and that the post could be filled by a re-assignment according to Article 7 of the Staff Regulations.

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<sup>1</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.

These 4 positions are published in parallel with the 2026 EEAS Annual Rotation exercise. Candidates applying for other AD functions in the Rotation exercise are encouraged to clarify their preference (and ranking against other positions) in their motivation letters.

## **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:

- be nationals of one of the EU Member States and enjoy full rights as a citizen;
- be a permanent official of the Union: official Administrator AD5-AD12, or EEAS official in the function group AST who is on the list drawn up according to Article 45a (c) SR ("certification procedure"). EEAS officials in grade AD13 and AD14 may also show interest for these posts; 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;
- have the capacity to work in the languages of the CFSP and external relations (English and French),
- have at least 3 years' proven, pertinent experience in external relations.
- EPSO competition laureates who are on a valid AD reserve list established in accordance with Article 30 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) or article 29(1)(b) 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 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 EU officials 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 EEAS 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 Member States (see specific eligibility criteria for candidates from the Member States).
6. Without prejudice to exemptions authorised by the Appointing Authority for exceptional and justified reasons, and in accordance with Article 28 of the SR, Article 12 of the CEOS and the 2024 EEAS Rotation Decision<sup>4</sup>, EEAS officials or current temporary agents **under Article 2(e) of the CEOS**

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

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

<sup>4</sup> ADMIN(2024) 20: Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 24/07/2024 on the periodic serving of Officials and Temporary Agents in Union Delegations.

applying for a posting shall be subject to the following conditions by the time of posting:

- a. 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 SR;
- b. the candidate serving in a posting at the time of the application is eligible for a new posting if they are included in the rotation or mobility exercises or if the last day for submitting the applications for the vacancy notice is less than six months from the end of their ongoing posting, unless in the case of career progression;
- c. the candidate shall have served a minimum of two years in Headquarters after having returned from a post in a Delegation, unless in the case of career progression;
- d. the candidate is not eligible for posts/functions to which they have already been assigned in the same Delegation;
- e. the candidate is not eligible for a posting in a Delegation in which they have already served unless a minimum of two years would have elapsed between the start of the new posting and the end of a previous posting in that Delegation;
- f. the candidate is not eligible for a third posting to the same Delegation, irrespective of the functions;
- g. the candidate is not eligible for a second non-family, compound-confined posting unless a minimum of two years would have elapsed between the start of the new posting and the end of a previous non-family/compound-confined posting.
- h. Officials shall serve in Union Delegations for no more than two consecutive postings.

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

In line with Article 12 of the CEOS and in accordance with the needs of the service, candidates from 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>5</sup>.
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.

The candidates shall provide a certificate issued by the national diplomatic service/MFA of their Member State of origin<sup>6</sup>, which contains at least the following elements:

For candidates to be recruited under Article 98(1), first subparagraph, of the SR and Article 2(e) of the CEOS:

- 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 50b(2) of the CEOS.

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<sup>5</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.

<sup>6</sup> See corresponding certificate annexed to the present vacancy notice.

Model of the abovementioned certificate is provided in Annex1 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.

### **Selection criteria**

- **Formal education, training and/or equivalent experience**  
Post-secondary education either in business administration, human resources management, finance or accounting and book-keeping or equivalent practical experience in these areas.
- **Proven and pertinent experience in the following specific areas:**
  - handling of staff matters, ideally as team leader;
  - tender procedures, preparation of contracts;
  - management of an annual operating budget, including preparation, adjustment and monitoring its execution; including financial commitments and payments
  - follow-up, adjustment and verification of the execution of the authorised budget;
  - knowledge of ABAC/SUMMA, BudgDel, ARES, e-DAS, e-Del-HRM, HR Delegation, e-EPC, ESDAP, IMMOGEST, MIPS, SYSPER and EU Learn (either as a user or having completed relevant training modules);
  - preparation of high-level missions from HQ logistically, protocol-wise and security-wise;
  - Delegation security management (support to the Delegation Security Coordinator) or in dealing with day-to-day security matters;
  - Management of large infrastructure projects will be a great asset.
- **Proven experience and/or training in team management and/or equivalent professional experience**
- **General skills and competencies**  
Candidates should demonstrate:
  - a sense of initiative, very good organisational skills and a service minded attitude;
  - a capacity to assure quality, speed and accuracy in performing complex tasks in a multicultural environment;
  - a proven experience and/or training in oral and written communication;
  - computer literacy, and an ability to work with Windows applications.
- **Working languages**
  - capacity to work in languages of the CFSP and external relations necessary for the performance of their duties (EN and FR).
- **The following elements would constitute an advantage**
  - previous experience in a Delegation or a Representation as HoA or similar position.
  - knowledge of Arabic, Russian and /or local language would be an asset.

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

As regards candidates who applied under Article 98(1), first subparagraph, of the SR (i.e. candidates from the national diplomatic services), the successful candidate will be offered a contract of temporary agent 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 annual Rotation exercise (currently 31 August each year).

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

### **POSTING POLICY<sup>7</sup>**

EEAS career development policy places the need for staff to develop a mix of competences at its core, e.g. working in various fields of expertise and responsibilities in the course of a person's career,

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<sup>7</sup> ADMIN(2024) 20: Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 24/07/2024 on the periodic serving of Officials and Temporary Agents in Union Delegations.

including postings at Headquarters and Delegations. Therefore, staff members are encouraged to alternate between Delegation and Headquarters postings.

A posting in an EU Delegation is generally for 4, 3, or 2 years. Posting duration may be extended by one year or shortened by one year. Call for interest to apply for extension or early rotation will be launched annually prior to the publication of the rotation exercise. Staff are reminded that extension and early rotation are not a right.

For posts with a LCA<sup>8</sup> of 25% or less, the posting will in principle be for **4 years**.

For posts where the living and working conditions are defined as "difficult" and "very difficult" (30%-40% LCA) the posting will be in principle for **3 years**.

For non-family postings<sup>9</sup> the posting is reduced to **2 years**.

For candidates currently in compound-confined, non-family posting, please refer to Article 6, point 2(g) of the Decision ADMIN(2024)20.

Applications from officials currently serving in a Delegation who are not included in the 2026 rotation list will be eligible only in the interest of the service. This is due to the need to ensure sound financial management of the limited financial resources, given the fact that the assignment of a staff member to a Delegation has important budgetary and business continuity implications.

Officials shall serve in Union Delegations for no more than two consecutive postings.

Candidates currently in Headquarters are expected to have served at least two years in Headquarters by the expected time of posting in Delegation. Derogation to this rule may only be granted in the interest of the service.

It is in the interest of the service to ensure that staff members in Delegations are able to complete full postings before reaching the age of retirement. Before taking any final decisions on nominations, the appropriate Appointing Authority will ensure on a case-by-case basis, in accordance with the Staff Regulations (SR) and CEOS that the successful candidates will indeed be able to complete the relevant full posting for the post for which they have applied. As stated in Articles 6, (2)(a) and 7 of the 2024 EEAS Rotation Decision, applications from candidates not fulfilling this requirement will be examined by the Appointing Authority for exceptional and justified reasons and in the interest of the service.

## **CONDITIONS OF RECRUITMENT AND EMPLOYMENT**

### **Conflict of interest and security risks**

As a matter of policy, applications by individuals who have dual nationality including that of the host country or whose spouse or partner has the nationality of the host country will be considered on a case-by-case basis. The EEAS also examines if there could be a conflict of interest and shall also take into account any specific local and global-security-context, diplomatic or other concerns about risks to the personal security of the candidate or to the security interests of the Union.

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

### **Medical clearance**

The successful candidate will be required to undergo a medical examination to ensure that they are physically fit to perform the duties.

### **Personal security clearance**

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>10</sup>](#).

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<sup>8</sup> Living conditions allowance

<sup>9</sup> Countries presently designated as "non-family postings": Afghanistan, Central African Republic, Haiti, Iraq, Libya, Somalia, South Sudan, Syria, Ukraine and Yemen. In the case of relocated delegations (e.g. Yemen) the posting will in principle be for 3 years.

<sup>10</sup> OJ C 263, 26 July 2023, p.16.

The selected candidate should hold, or be in the position to obtain, a valid Personnel Security Clearance (hereafter, the PSC)<sup>11</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 CONFIDENTIAL 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 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 [EEAS-HOA-ROTATION-AND-RECRUITMENT@eeas.europa.eu](mailto:EEAS-HOA-ROTATION-AND-RECRUITMENT@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 SR.

## **APPLICATION AND SELECTION PROCEDURE<sup>12</sup>**

The procedure will take place in three different 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.

Equally, candidates are deemed to be fully aware of the local living conditions, including information concerning the accommodation, before applying.

Candidates must apply through the on-line system:

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

To log on to the system, an EU Login password is required. Candidates without a password can register to get one through the afore-mentioned link. EU staff members with a professional EU Login should use that account for their application. A helpdesk facility is available via the "Contact Support" function within the on-line system.

Please note that the only way to submit an application is using the on-line system.

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<sup>11</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'."

<sup>12</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)

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 on-line application procedure, candidates will be required to upload the following documents (in pdf format):

1. **an up-to-date Curriculum Vitae** (preferably using the Europass format <https://europass.cedefop.europa.eu/documents/curriculum-vitae> or the eCV from SYSPER) which should include an indication of the staff member's current grade;
2. **a letter of motivation** (maximum 2 pages) in either English or French;
3. **the “Declaration of absence of conflict of interest” form** annexed to this vacancy adequately filled in. Additional details on the absence of conflict of interest may be requested from a selected candidate at a later stage;
4. **optional**: a copy of the latest staff appraisal report.

Candidates have the opportunity to follow the progress of their application through the on-line system.

Candidates may apply up to 4 posts, to be listed by order of preference.

**Deadline for applications is 16/09/2025 at 12.00 hours (midday, Brussels time).** Candidates are strongly advised to submit their application as early as possible. **Late applications will not be accepted.**

For correspondence concerning the selection procedure, please use the following email address:

[EEAS-HOA-ROTATION-AND-RECRUITMENT@eeas.europa.eu](mailto:EEAS-HOA-ROTATION-AND-RECRUITMENT@eeas.europa.eu)

## 2. Pre-selection

The pre-selection will be done 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 vacancy notice. The selection panel will recommend a shortlist of candidates to the Appointing Authority/Authority Authorised to Conclude Contracts of Employment that will make the final decision. The Appointing Authority may decide to interview the candidates on the final shortlist before taking this decision.

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.

## **ADDRESS FOR INQUIRIES**

**For further information, please contact:**

[EEAS-HOA-ROTATION-AND-RECRUITMENT@eeas.europa.eu](mailto:EEAS-HOA-ROTATION-AND-RECRUITMENT@eeas.europa.eu)

**For more information on the Head of Administration job, please contact the Support to Delegations Division, EEAS RM.BHR.6:**

Ms. Luisella Trenker-Mozzanica, tel: +32 496 265 055

**E-Mail:** [Luisella.Trenker-Mozzanica@eeas.europa.eu](mailto:Luisella.Trenker-Mozzanica@eeas.europa.eu)

or

Mr. Gaetano Petralia, tel: +32 2 584 49 77

**E-Mail:** [Gaetano.Petralia@eeas.europa.eu](mailto:Gaetano.Petralia@eeas.europa.eu)

**EUROPEAN EXTERNAL ACTION SERVICE**



**ANNEX I**

**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 / Last name:**

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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:	

*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?*

**Position(s) applied for:**

Job title	Job number	Delegation	Conflict of interest?
1.			YES <input type="checkbox"/> NO <input type="checkbox"/>
2.			YES <input type="checkbox"/> NO <input type="checkbox"/>
3.			YES <input type="checkbox"/> NO <input type="checkbox"/>
4.			YES <input type="checkbox"/> NO <input type="checkbox"/>

**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).**