



External Publication

Vacancy Notice 2025/157– HQ (AD) Desk officer Philippines in the South-East Asia Division (ASIAPAC3)

Type of post “Administrator”

Job no. 167770

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 South East Asia (SEA) and ASEAN Division is responsible, in close cooperation with the Delegations, for the management and co-ordination of relations with the ten countries in the region - Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand and Vietnam - as well as with the Association of Southeast Asia Nations (ASEAN) and its fora, such as the ASEAN Regional Forum (ARF).

The Division is tasked with the development, coordination, and implementation of policies pertinent to its area of activity, ensuring their alignment and integration with other policies. This involves conducting political analysis to propose suitable strategies, monitoring political developments, and developing political dialogues within the framework of the EU Indo-Pacific Strategy and the bilateral relations framework with the countries in the South-East Asia region. The Division's efforts encompass a broad range of issues, including human rights, security, democracy, conflict prevention, digitalisation, connectivity, and tackling global challenges such as climate change and deforestation. It is responsible for ensuring the coherence and complementarity of EU policies with those of Member States, fostering synergies, and coherence of EU instruments.

WE PROPOSE

The position of Desk Officer for the Philippines in the South-East Asia Division (ASIAPAC.3)

PLACE and DATE OF EMPLOYMENT

EEAS Headquarters, Brussels, Belgium

Post available: Immediately

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 Staff Regulations (hereafter, the “SR”) if he/she is an EU official;
- recruited in accordance with Article 29(1)(a) and Article 98(1), first subparagraph, of the SR and Article 2(e) of the CEOS if the candidate comes from the national diplomatic service of a Member State or reassigned if she/he is a temporary agent to whom Article 2(e) of the CEOS applies;
- appointed in accordance with Article 29(1)(b) of the SR if he/she is an EU official from another institution;
- if it was not possible to fill the vacant post through any of the previous possibilities mentioned, recruited in accordance with Article 29(1)(c) of the SR (competition laureates).

WE LOOK FOR

A highly motivated team player with a background in foreign policy/external relations. Experience in an Embassy / EU Delegation as well as working with inter-institutional relations will be perceived as assets. Excellent oral and written communication and drafting skills are required, complemented by excellent diplomatic and analytical skills, ability to work in a complex inter-institutional environment, sense of organisation and ability to prioritise a diverse range of tasks.

Under the supervision of the Head of Division, the Desk Officer will contribute toward the definition, implementation and communication of EU policies concerning political, security and other relations with the Philippines. The main tasks will include:

- contribute to the definition and implementation of EU policies affecting relations with the Philippines;
- monitor, analyse and follow-up on the Philippines’ domestic and foreign policies and the situation in the country;
- ensure effective coordination and liaison with other EEAS departments, the EU Delegation and relevant Commission Directorates-General; to develop and maintain contacts at working level with other stakeholders (other EU institutions, diplomatic missions, Member States, civil society, international organizations);
- represent the EEAS in COASI Working Party on topics related to the Philippines;
- organise, draft and contribute to briefings for the Joint Committee and Sub-Committees established under the EU-Philippines Partnership and Cooperation Agreement;
- draft and contribute to briefings, speeches, statements, high level visits and other issues concerning EU-Philippines relations;
- contribute to the overall EEAS policies as appropriate, focusing on matters related to the Philippines;
- contribute to other tasks within the division as required.

This position is classified as an “Administrator” type of post¹ in the grade bracket AD 5 – AD 12.

If selected for the post, candidates from the national diplomatic services of the Member States will be recruited at grade AD7.

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

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.

Candidates who, at the time of their application, are temporary agents under Article 2(e) of the CEOS currently employed in the EEAS should be in a position to serve during the full duration of the assignment of the post, which is in principle four years, within the limits provided for by Article 50(b)(2) of the CEOS².

Eligibility Criteria³

- 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;
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.
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

² 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.

³ All the eligibility criteria must be met on the closing date for applications for this post.

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 be in a position to serve the full duration of the assignment before reaching the age of retirement foreseen under Article 52(a) of the SR, applicable to temporary agents by virtue of Article 47(a) of the CEOS.
6. 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 Affairs⁴ (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 and Article 2(e) of the CEOS

In line with Article 12 of the CEOS and in accordance with the needs of the service, candidates from the 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 years⁵.
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 origin⁶, 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.

⁴ Notwithstanding national terminology that may vary from one Member State to another.

⁵ 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.

⁶ See corresponding certificate annexed to the present vacancy notice

Model of the abovementioned certificate is provided in **Annex I** of this vacancy notice.

If candidates are unable to provide this document from the MFA of their Member State of origin, their application will be deemed ineligible.

Candidates must be in a position to serve the full duration of the assignment within the duration of their service with the EEAS or before reaching the age of retirement foreseen under Article 52(a) of the SR, applicable to temporary agents by virtue of Article 47(a) of the CEOS.

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 CEOS⁷.

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, civil society, international organizations and EU Member States;
- strong drafting, communication and analytical skills combined with sound judgement;
- excellent knowledge of the EU's internal and external policies and instruments, and of the functioning of the Union and its inter-institutional framework;
- experience and knowledge of CFSP and CSDP;

Furthermore:

- experience working with countries in South-East Asia;
- experience or knowledge of the working methods of the EU institutions

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 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.

CONDITIONS OF RECRUITMENT AND EMPLOYMENT

CONFLICT OF INTEREST AND SECURITY RISKS

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

⁷ 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.

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 II).**

MEDICAL CLEARANCE

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.

PERSONNEL 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](#)⁸.

The selected candidate should hold, or be in the position to obtain, a valid Personnel Security Clearance (hereafter, the "PSC")⁹ 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 qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

Candidates with disabilities are invited to contact the functional mailbox (EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu) in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure with equal opportunities as other candidates. If a candidate with a disability is selected for a vacant

⁸ OJ C 263, 26 July 2023, p.16.

⁹ 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'."

post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1(d)(4) of the SR.

APPLICATION AND SELECTION PROCEDURE¹⁰

The selection procedure will take place in three different and successive steps:

1. Application

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria applicable to their situation in order to avoid automatic exclusion from the selection procedure.

Candidates must apply through the online system:

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

To log on to the system, an ECAS (European Commission Authentication Service) password is required; candidates without a password can register to get one through the aforementioned link. EU staff members with a professional ECAS account should use that account for their application. A helpdesk facility is available via the "Contact Support" function within the online system.

In case of connection problems, you can also refer to the complete EU Login user guide: https://webgate.ec.europa.eu/cas/manuals/EU_Login_Tutorial.pdf

During the online application procedure, candidates will have to upload their CV and motivation letter (in English or French) and the declaration of potential conflict of interest (**Annex II**). 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.

The closing date for the submission of applications is **25th September 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

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

¹⁰ 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

notice. The selection panel will recommend a shortlist of candidates to the Appointing Authority/AACC that will make the final selection.

It is recalled that, if the interest of the service so requires, the selection procedure can be terminated at any stage and the post be filled by a transfer in accordance with Article 7 of the SR.

CONTACT:

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ANNEX I

CERTIFICATE OF ADMINISTRATIVE STATUS, ENDORSEMENT AND REINSTATEMENT¹

Staff from national diplomatic services of the Member States (Article 98(1), first subparagraph, of the Staff Regulations)

It is certified herewith that for the purposes of the application for the post(s) of *Click or tap here to enter text.*, Mr/Ms *Click or tap here to enter text.* is employed on a permanent basis by the national diplomatic service² of *insert Member State* and is in active service on the date of signature of the present certificate.

The Ministry of Foreign Affairs³ of *insert Member State* endorses the application of Mr/Ms *Click or tap here to enter text.* for the above post(s).

In accordance with Article 6(11) of the Decision 2010/427/EU of the Council and Article 50b(2) of the Conditions of Employment of Other Servants of the European Union, Mr/Ms *Click or tap here to enter text.* has a guarantee of immediate reinstatement in active service at the end of his/her period of service to the EEAS.

¹ To be completed and certified by the competent authority of the national diplomatic service.

² Candidates having a permanent employment relationship with a government ministry of their Member State, other than the Ministry of Foreign Affairs or equivalent, and who, at the time of their application, are on formal secondment to their Member State's MFA or an entity placed under the authority of the MFA (such as a Permanent representation or a mission of the Member State accredited to an international organisation) may also be considered as member of the national diplomatic service of that Member state.

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

ANNEX II

DECLARATION OF POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY CANDIDATES

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 in accordance with Article 11 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:.....

Candidate status:	
☐ Official of the Institutions of the EU State	☐ Candidate from a Member State
☐ Current EEAS/EC Temporary Agent	☐ EPSO laureate
☐ Current EEAS/EC Contract Agent	
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:	

Position applied for:

.....

Job number:

.....

Directorate/Division:

.....

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:

**PLEASE FILL IN, PRINT, SIGN AND SCAN
TO BE UPLOADED IN E-APPLICATION ("ATTACHED DOCUMENTS" TAB, Conflicts
of Interest).**