

## EEAS Vacancy Notice

### Cost-free Seconded National Expert

#### EU Delegation in Kyiv, Ukraine

#### AD level post

212208

#### **We are:**

The European External Action Service (EEAS) supports the High Representative in the exercise of his mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), of representing the EU and of chairing the Foreign Affairs Council.

It also supports the High Representative in his capacity as Vice-President of the Commission with regard to his responsibilities within the Commission in the external relations field, including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

#### **We are looking for:**

A highly motivated colleague to occupy the post of **Seconded National Expert (SNE) (Political officer) at the EU Delegation in Kyiv, Ukraine**, as a "cost-free" secondment, i.e. with. salary, insurances and other costs to be paid by the EU MS as appropriate.

#### **Overall purpose:**

Under the direct supervision of the Head of Section and Head of Delegation (HoD), the political officer should contribute to :

- Analysis and reporting on the EU – Ukraine relations, including relevant developments on regional level, and Ukraine relations with the EU Member States.
- Analysis and reporting on developments in the rule of law and anti-corruption areas in Ukraine, in cooperation with other DEL colleagues.
- Analysis and reporting on developments regarding reconstruction of Ukraine following Russia's full-scale invasion of Ukraine in 2022.
- Being the focal point in the EUDEL Political Section regarding political aspects of EU programming and EU accession process.

#### **Functions and Duties:**

- Assist the Head of Delegation in meetings with host country representatives, international organisations and third country representatives as appropriate
- Prepare visits by EU representatives and officials, and accompany them as appropriate
- Liaise with relevant EU Member States, International Organisations and civil society organisations and their field presences as needed.
- Monitor and contribute to analysis and reporting on developments in Ukraine related to rule of law and anti-corruption reforms, with a focus on the work of anti-corruption institutions
- Provide policy advice on the political developments and fulfil other tasks in the political section in the fields of political and legal analysis of legislative proposals and initiatives.

#### **Legal basis:**

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

## **Eligibility criteria:**

Candidates must:

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

## **Selection criteria:**

Candidates should:

### **A. Professional knowledge**

- Experience of at least 3 years in the above mentioned or related areas;
- Working experience in third countries (Embassy, International organisation, NGO, etc.); security-related experience as well as in relation to the Eastern Europe region would be an asset;
- General knowledge of EU institutions and related decisional processes, with a specific focus on CSDP.

### **Skills**

- Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
- Good coordination and communication skills are required. Team spirit and flexibility to adapt to different assignments are also necessary. Ability to work in close consultation with others as part of a small team and interact directly with a wide group of professionals throughout the organisation, including senior leadership.
- Solid analytical capability as well as drafting and reporting skills. Capacity to grasp rapidly priorities and core issues at stake and to develop possible ways to address them. Strong attention to details. Experience in political reporting.

### **B. Languages**

Thorough knowledge (capacity to write and speak) in English. Working knowledge of Russian or Ukrainian is strongly recommended.

### **C. Personal Qualities**

Dynamic, motivated and flexible personality, capable to adapt quickly to new situations and deal with new challenges. Proactive and self-motivated with a strong work ethic. Ability to operate in fast-paced environment with high sense of urgency / multi-tasking skills.

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

### **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 that is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

Candidates with disabilities are invited to contact (**SNE-Delegations@eeas.europa.eu**) in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure in equality of opportunities with other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1d.4 of the Staff Regulations

### **Conditions of secondment**

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

Duration of the secondment: Initial period up to two years, renewable up to 4 years.

The EEAS will cover for certain security costs and missions' costs incurred by the SNE posted in the EU Delegation. Other costs such as removal costs, salary, insurance, etc. **shall not be covered by the EEAS.**

### **This is a non-family posting**

**Vacant available from: 16 March 2026**

**For further information, please contact:**

[SNE-DELEGATIONS@eeas.europa.eu](mailto:SNE-DELEGATIONS@eeas.europa.eu)