

EEAS Vacancy Notice

Seconded National Expert in the Task Force Gender and Diversity of the EEAS

Gender Equality/Women Peace and Security Expert (Task Force for Equality)

COST-FREE

AD level post

Job No 435981

We are:

The European External Action Service (EEAS) supports the High Representative in the exercise of her mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), of representing the EU and of chairing the Foreign Affairs Council. It also supports the High Representative in her capacity as Vice-President of the Commission with regard to her responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

We propose:

The post of a “cost-free” Seconded National Expert on the position of an Expert on Gender Equality and/or Women, Peace and Security. The successful candidate will work under the direct supervision of the Head of Task Force for Equality, to support the EEAS in the implementation of the Common Foreign and Security Policy with a specific focus on Gender equality and Women, Peace and Security.

The expert will support the development, implementation and communication of EU policies on gender and women, peace and security. The expert will contribute to monitoring and reporting, in close coordination with other EEAS services and the European Commission and contribute to the internal and external communication of related policies and actions.

Functions and Duties:

Under the guidance of the Head of Task Force for Equality, the SNE is expected to perform the following tasks and responsibilities:

- Support the EEAS implementation, monitoring and reporting of the Gender Action Plan (GAP) III (2021-2027), in particular on the EU policy framework on Women, Peace and Security (WPS);
- Support the development and coordination of the EEAS contribution to GAP IV and the EU policy framework on WPS;
- Engage with the European Commission on matters related to the Gender Equality Strategy, GAP and WPS;
- Support the development of gender-responsive policies for EU external action;
- Contribute to the analysis and follow-up on gender equality and WPS, and actively work towards integrating the gender equality/WPS perspective into EU external action through the Council working groups, diplomacy, political, security and human rights dialogues with partner countries and international/regional organisations.
- Support the strengthening of a network of Gender Focal Points, both at EEAS HQ and in the Missions/Operations/EU Delegations in partner countries;

- Suggest initiatives, programs and plans to engage EU Delegations in the rolling out of gender equality and women, peace and security initiatives, liaising with other multilateral and regional organisations and other relevant actors.
- Support, and engage with, the CSDP structures, including EU Military Staff, Military Planning and Conduct Capability (MPCC) and Civilian Planning and Conduct Capability (CPCC) on matters related to GAP and WPS;
- Liaise and collaborate with multilateral and regional partners (such as UN, NATO, AU, OSCE, G7, ASEAN) aiming at facilitate cooperation and exchange of best practices;
- Establish and manage relations with key stakeholders in the context of the overall gender equality portfolio. Contribute to organising and maintaining relations, co-ordination, and contacts with the EU Council Presidency, EU Member States, relevant Council working parties, other EU institutions, and civil society;
- Contribute to the internal and external communication of the policies and actions related to gender equality and WPS;
- Contribute to briefings and speeches for the High Representative, EU Commission - and the EEAS management on gender equality and WPS;
- Perform ad-hoc tasks as appropriate upon instruction of the Head of Task Force for Gender and Diversity.

We are looking for:

The European External Action Service (EEAS) is seeking a dynamic, proactive and highly self-motivated colleague with strong analytical and networking and communication skills to occupy the post of Seconded National Expert (SNE). In addition, we seek a team player, who understands the challenges of working in a multilateral political environment and who has good abilities in quickly grasping and prioritising tasks. The candidate should have a thorough knowledge of developments in the field of gender equality and/or Women, Peace and Security, as well as an understanding of EU policy-making and decision-making processes. The candidate will be working in a friendly and dynamic environment and contribute to the work of the Task Force for Equality.

Legal basis:

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

Eligibility criteria:

Candidates must:

- a) Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;
- b) Have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function groups AD or AST as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the Union or, where justified in the interests of the service, professional training of an equivalent level.¹;

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

- c) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties;
- d) Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that he/she will carry out;
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;
- f) Remain subject to the social security legislation applicable to the public administration, international administration or entity which employs the SNE and which will assume responsibility for expenses incurred abroad. In case of posting to an EU Delegation, the employer certifies that the SNE is covered for medical expenses incurred at the place of secondment, as well as costs of repatriation on health grounds throughout the full period of secondment;
- g) Ensure that there is no conflict of interest and that he/she will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

Selection criteria:

Candidates should:

A. Professional knowledge

- have good knowledge of external relations, internal policies and functioning of the Union;
- have thematic knowledge and experience in the field of human rights, not least in the areas described for this position;
- additionally, would be considered as strong assets: experience of working in a team in multi-disciplinary and multi-cultural environment; experience in working with or within other EU institutions; experience of working in an Embassy, an EU Delegation (or equivalent in an international organisation)

B. Skills

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required.
- Have the ability to work in a team, to coordinate and to communicate effectively.
- Have solid analytical capability as well as drafting and reporting skills.

C. Languages

- D. - A thorough knowledge of English, both written and spoken, is required (main working language). French will be an asset.

E. Personal Qualities

Be dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges, including missions in conflict areas. Be a team player.

Equal opportunities

The EEAS is committed to an equal opportunities policy for all its staff and applicants. The EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service which is truly

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

Candidates with disabilities are invited to contact SNE-HQ@eeas.europa.eu in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure 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 1d.4 of the Staff Regulations.

Conditions of secondment

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

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

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

Vacancy available from: 16/05/2026

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu

