

## EEAS Vacancy Notice

COST-FREE

**Seconded National Expert/Disarmament, Non-proliferation and Human security**

**Delegation of the European Union to the Office on the United Nations and other International Organisations in Geneva**

**AD level post**

**Job No 316523**

### **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 regarding 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 propose:**

The position of Seconded National Expert working on disarmament, non-proliferation and human security issues at the **EU Delegation to the Office on the United Nations and other International Organisations in Geneva** as a "cost-free" secondment, i.e. salary, insurances, schooling and other costs to be paid by the EU MS as appropriate.

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

The European External Action Service (EEAS) is seeking a highly motivated colleague (SNE) to occupy the post of Seconded National Expert (SNE) at the EU Delegation in Geneva. The expert will assist / contribute, among others:

- To analyse and report on the overall situation and developments during the Conference on Disarmament and other multilateral arms control, disarmament and non-proliferation fora related to weapons of mass destruction and conventional weapons;
  - To contribute to EU coordination and relations with EU Member States and third countries in these fields;
  - To provide regular and timely analysis and reporting to the Head of Delegation and EEAS Headquarters relating to policy developments in Brussels through early warning, advice and responding to specific requests; briefings and reports;
  - To prepare EU statements for meetings in multilateral arms control, disarmament and non-proliferation fora, and to contribute to related negotiations with EU Member States;
  - To develop contact with relevant international organisations such as the UN Office for Disarmament Affairs and with the secretariat of relevant conventions, with representatives of EU Member States and other UN Member State diplomatic representations, as well as with think tanks and the NGO community and industry;
  - To contribute to the Press and Information activities of the Delegation in relevant areas and to maintain relations and conduct outreach activities with relevant Geneva based organisations.
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- Monitor implementation of the relevant EU Council Decisions, and EU Strategies and report on the activities and events carried out under EU project within relevant multilateral frameworks and treaties;

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

- Possess a university diploma in law, political science, economy, or any other related experience relevant to the job;

<sup>1</sup> Regulation (EEC, Euratom, ECSC) No 259/68 of the Council of 29 February 1968 (OJ L 56, 4.3.1968, p.1) and successive amendments.

<sup>2</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>

- Have a professional experience of at least 3 years within an EU Member State diplomatic service or international organization;
- Knowledge of EU institutions, related decision-making processes, in particular familiarity with CFSP/CSDP, relevant EU external action and related EU external policies of a geographic or thematic area;

- Knowledge of the area or non-proliferation and disarmament would be desirable;
- Knowledge of multilateral affairs and ideally the UN would be an advantage.

#### **B. Skills**

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment;
- Have the ability to work in teamwork, to coordinate and to communicate effectively;
- Have solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

#### **C. Languages**

- A thorough knowledge (capacity to write and speak) in English is required. Knowledge of French recommendable.

#### **D. Personal Qualities**

- Dynamic, motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges, including missions in conflict area.

### **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 of two years, renewable up to 4 years in total.

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, schooling, etc. shall not be covered by the EEAS.

**Vacant available from: 01/09/2026**

**For further information, please contact:**

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