

EEAS Vacancy Notice

Seconded National Expert in the Directorate for Global Issues (GII.GLOBAL.GI.DMD)

Policy Officer, Financing Instruments and International Cooperation (GII.GLOBAL.GI.5)

COST-FREE

AD level post

Job No 165641

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 policy officer in the Financing Instruments and International Cooperation Division (GII.GLOBAL.GI.5).

The successful candidate will join the Division under the direct supervision of the Head of Division.

Functions and Duties:

The Seconded National Expert is expected to perform the following tasks:

- Coordinate, develop and support strategic steer for the programming to align relevant external financing instruments with EU political and policy priorities, based on discussions with the Council, the EP and the Commission, as well as private sector and CSOs, with a particular view towards Global Gateway
- Contribute to policy coherence in EU external action across different fields of policy, inter alia by liaising with member states, the European institutions and other stakeholders, in different sectors and fields
- Contribute substantially to the preparation of FAC/Development and contribute to the Council meetings (most notably CODEV and COHAFA)
- Support and contribute to the alignment of Team Europe and Commission initiatives with EU's geopolitical and geoeconomic priorities, and in support of Europe's economic security, including through participation in relevant working groups. In doing so, contributing to the necessary link and engagement with EEAS geographical colleagues and EU Delegations, as well as the private sector, in particular in view of Global Gateway strategy steer and implementation
- Provide strategic briefing notes, reports, assessments, analysis, draft policy decisions and suggestions in the area of competence, including by serving as a focal point for one of the regions of our partner countries.

During the assignment and considering the evolution of his/her files, the SNE might be asked by the Head of Division to take on other tasks in the Division.

We are looking for:

The European External Action Service (EEAS) is seeking a highly experienced dynamic, proactive and highly motivated colleague with strong analytical and networking skills to occupy the post of Seconded National Expert (SNE).

The candidate should have strong experience in the field of external relations, most notably on international and geoeconomic cooperation and related policies, as well as operational experience in the proposed areas. The candidate should have strong political networking and proven negotiations skills, including in multilateral fora. She/He should have good understanding of EU policy-making, decision-making processes and inter-institutional relations. The candidate will be working in a friendly and dynamic, often high pressure, environment and contribute to the work of the Division, as well as the broader EEAS. She/he will have to work in an international and multicultural environment, in close contact with Member States and other EU institutions.

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;
- 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 a professional experience of at least 10 years in the above-mentioned areas in relevant national administrations and/or international organisations (embassy, multilateral organisation, international financial institution, NGO, etc.), serving both in headquarters and abroad;
- Have good knowledge of the EU, its institutions, decision processes, external relations and policies;
- Good understanding of project cycle management and different financing instruments at EU level will be considered an asset;
- Experience in working with developing countries and in the implementation of international partnerships will be considered an asset;
- Have a university degree in political science, economics, finance, law, public policy, international relations or related topic (or equivalent professional experience).

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 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 and a good knowledge of French would be a strong asset.

D. Personal Qualities

- Be dynamic, motivated and flexible, able to adapt quickly to new situations and deal with new challenges, including by means of adapting the files under direct responsibility.

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) 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: Immediately

Place of secondment: Brussels, Belgium

For further information, please contact: SNE-HQ@eeas.europa.eu
