

EEAS Vacancy Notice

COST-FREE

Seconded National Expert/Adviser on Refugee and Migration Issues in a Foreign Policy context

Delegation of the European Union to the UN and other International Organisations in Geneva

AD level post

Job No 331970

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 position of Seconded National Expert covering Migration and Refugee issues at the **EU Delegation to the UN 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.

Under the direct supervision of the Head of Section for Humanitarian Affairs and Migration and the Head of Delegation (HOD) and Deputy, to provide support to the Delegation on refugee, migration and related issues in a foreign policy context. The particular focus of the post would be migration and related processes at UN level, forced displacement (refugees or internally displaced) and related humanitarian responses and processes, climate and disaster mobility and related workstreams, and linkages between migration and development, or with human rights.

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 to the UN and other International Organisations in Geneva**. The expert will assist / contribute, among others:

- to the Delegation's analysis and reporting on migration and humanitarian matters and related workstreams, including the preparation of / contribution to reports, briefings, and policy documents; liaison with relevant UN and other international organisations (IOM, UNHCR, OHCHR, ICRC, IFRC amongst others) or civil society.
- maintaining regular contacts with EU Member States and other key partners on migration issues, and contributing to ensure EU coordination on related matters in Geneva.
- maintaining good working relations with key EU services—including the EEAS, DG HOME, DG ECHO, DG INTPA, DG MENA—by keeping them informed, seeking instructions and updates on EU policy developments and Council formation discussions, proposing coordinated actions, and ensuring alignment with EU policy positions. The expert may be asked to provide expertise in the following domains (which may be further defined, limited or extended by the Head of Delegation / Head of Section, as needs evolve):
- analysis & Advice / Monitoring & Reporting: contribute to/ assist / prepare reports regularly and in a timely manner to Head of section, HoD and HQ (including early warnings, specific requests, info flashes and "think

pieces") and briefings; contribute to the preparation and implementation of initiatives by the UN and other organisations; contribute to formulation of the EU strategy in relation with the organisations followed.

- Networking: develop contacts with representatives of international organisations in the areas covered, other stakeholders, and representatives of the EU Member States' diplomatic missions; Monitor activities implemented by the organisations in question, with a view to ensuring coordination in the elaboration of projects and strategy papers;
- Representation, information and communication: Where requested to do so by and under the HoS and/or the HoD supervision, contribute to present and explain EU positions and policies to counterparts in international organisations and in relevant multilateral fora; contribute to the Press and Information activities of the Delegation in all relevant areas; contribute to preparations of related HQ missions to Geneva and contacts with the main counterparts;
- EU coordination: contribute, together with the rest of the team, to ensuring EU coordination on relevant areas.

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 or, where justified in the interests of the service, professional training of an equivalent level.¹
- 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

Diplomats/civil servants with at least 3 years of experience within a diplomatic service at HQ and/or in the EU

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>

and/or in third countries (Embassy, International organisation, NGO, etc.); knowledge of EU institutions and related decision-making processes. Familiarity with the EU's external policies and instruments and / or with migration and refugee work at the level of the EU or internationally, and / or of humanitarian action / crises responses, would all be a distinct plus.

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, and excellent drafting and reporting skills in English. Rapid grasp of problems and capacity to identify issues and solutions.
- Have solid negotiation skills, and the ability to build rapport and confidence, while remaining assertive, considerate and courteous in difficult situations.

C. Languages

A thorough knowledge (capacity to write and speak) of English is required. The capacity to also work in French, and knowledge of other official UN languages, would be an asset.

D. Personal Qualities

Be dynamic and stress resilient, and able to adapt quickly to new situations and deal with new challenges. Be a team worker. Motivated and flexible personality. Sense of humour a plus.

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 August 2026

For further information, please contact:

SNE-DELEGATIONS@eeas.europa.eu

