Ref. Ares(2026)9764228 - 16/10/2026

Vacancy Notice
Seconded National Expert

Desk officer- Western Balkans
South-East Europe/Western Balkans Division (POL.EURCA.WEST.2)

AD level post – cost-free

Job no. 390620

WE ARE:

The European External Action Service (EEAS) is the European Union's diplomatic service. Since 2011, the EEAS carries out the EU's Common Foreign and Security Policy (CFSP) to promote peace, prosperity, security, and the interests of the EU across the globe. It brings together European civil servants, diplomats from EU Member States, national experts and local staff worldwide.

The EEAS supports the High Representative in the exercise of her mandate to steer the Union's CFSP, including the Common Security and Defence Policy (CSDP), to represent the EU on issues relating to the CFSP and to chair the Foreign Affairs Council. It also supports her as Vice-President of the Commission with regard to her responsibilities within the Commission, including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the EU Member States, the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

The EEAS Headquarters are in Brussels. It is also responsible for the management of the network of 145 Union Delegations and Offices worldwide. These Diplomatic Representations play a vital role in representing the EU in the country where they are based, in promoting the values and interests of the EU, and in building networks and partnerships. They are responsible for all policy areas of the relationship between the EU and the host country/organisation.

WE PROPOSE:

The post of a Seconded National Expert for the position of Policy Officer for the Western Balkans.

The successful candidate will join the South-East Europe/Western Balkans Division (POL.EURCA.WEST.2), which is responsible for general EU policy and strategy aspects with the Western Balkan region, i.e. Albania, Bosnia and Herzegovina, Kosovo, Montenegro, Serbia

and North Macedonia. The Division cooperates closely with EU Delegations, Offices and Special Representatives in the region, other EEAS Divisions as well as with the European Commission, in particular DG ENEST in policy areas that fall under the Commission's competence. We also liaise with the Council Secretariat, the European Parliament and other EU institutions. We work in close coordination with Member States and maintain relations with third countries and international organisations.

Functions and Duties

Under the authority of the Head of Division, the Policy Officer is expected to perform the following tasks:

- Preparation, implementation and communication of EU policies concerning political, economic and other aspects of the relations with the Western Balkans, including those related to the CFSP/CSDP;
- Analyzing and providing updates on developments at the country level and in the wider region, while keeping EEAS management, other EU institutions and EU Member States informed;
- Preparation of briefings, policy documents, reports, draft speeches, EU statements, Council Decisions, Lines to Take and other public diplomacy material;
- Work on regional cooperation, including the Berlin Process, RCC, SEECP, CEFTA, Energy/Transport Communities;
- Contacts with other EU institutions, notably the European Commission, coordinating and following policy developments in Member States and in third countries in relation to the Western Balkans;
- Outreach to NATO, UN, OSCE and Council of Europe;
- Any other tasks in the interest of the service.

Allowances and financial coverage

Seconded National Experts (hereinafter "SNEs") shall be entitled to:

- reimbursement of mission expenses incurred during the secondment;
- accident insurance policy[1], however accident coverage is not extended to family members.
- where applicable[2], standby duty allowance or shiftwork allowance.

Start date and duration of secondment

The start date of the secondment shall be the first day of service at the place of secondment.

The initial period of secondment may not exceed two years and may be extended successively up to a period not exceeding four years in total. At the request of the relevant Managing Director or equivalent, the Director responsible for Human Resources may authorise, in exceptional cases and in the interest of the service, one or more extensions of the secondment for a

[1] European Union and Institutions FWC PMO/2021/OP/0004.
[2] Article 12(4) of the EEAS SNE Decision (Decision HR DEC(2026) 18 of 20 July 2026).

maximum of two years at the end of the four-year period. The total duration of the secondment shall in no case exceed six years.

Position available as of 1 December 2026.

Place of secondment

Brussels

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(2026) 18 of 20 July 2026 establishing the rules applicable to National Experts seconded to the European External Action Service.

WE ARE LOOKING FOR:

A dynamic, resilient, proactive and highly motivated colleague with strong analytical and drafting skills to occupy the post of Seconded National Expert (SNE) in the EEAS South-East Europe/Western Balkans Division.

The candidate should have a good understanding of EU decision-making processes and policies and relevant experience in the region. The candidate will enjoy working in a friendly and highly dynamic international environment, in close synergy with other EU Institutions and with Member States.

Eligibility criteria

Candidates must:

a) Have the nationality of an EU Member State, unless a derogation is granted by the Director-General for Resource Management for duly justified reasons in the interest of the service. Such a derogation may only be granted for SNEs assigned to posts in Brussels;

b) Be drawn from Member States' public administrations. In exceptional cases, and with prior authorisation by the Director General for Resource Management, the EEAS may agree to the secondment of national experts from non-EU States' public administrations, non-profit organisations (such as research centres or think tanks) or from international organisations;

c) Be in the active service of the employer on a permanent or contract basis;

d) Have a level of education which corresponds to completed university studies of at least three years attested by a diploma, or where justified in the interest of the service, professional training of an equivalent level;

e) Have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function group AD as defined in

the Staff Regulations of Officials of the European Union (hereinafter the "Staff Regulations");

f) Have the capacity to work in the languages of the CFSP and external relations (English and French) at a level necessary for the performance of their duties;

g) Have a security clearance issued by the national security authority of an EU Member State that is equivalent at least to the EU classified information level required for the published post[3], notwithstanding the authorised delayed submission of such security clearance as per Article 6(3) of Decision ADMIN(2025) 42 of the Secretary-General of the European External Action Service of 20 November 2025[4];

h) Not have been seconded to the EEAS during a period of two years preceding the application for the post. When the former secondment lasted less than six years, a new secondment, which does not exceed the unexpired part of the total six-year period, may exceptionally be accepted less than two years after the end of the prior secondment.

Selection criteria:

A. Professional knowledge

- ability to maintain diplomatic relations and to ensure representation and communication in a complex, multicultural environment;
- capacity to create constructive working relations in the field of external relations with other EU institutions, Member States, third-country representatives and international organisations;
- knowledge of external relations, other policies and functioning of the Union;
- knowledge of and/or proven experience in the key areas of the EU's relations with the Western Balkans;
- knowledge of and/or experience in the Western Balkan region.

B. Skills required

- have strong drafting, communication and analytical skills and possess sound judgement to be able to identify key issues and present solutions;
- have the capacity to work under time constraints and work pressure and communicate in an international, diplomatic and multilingual environment that requires intercultural sensitivity;
- have the ability to work in a team, to coordinate and to communicate effectively.

[3] Ref. Appendix B 'Equivalent of Security Classification' to the Council Decision of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU) (OJ L 274, 15.10.2013, p. 1). A description of the EU classified information levels is also available under Decision ADMIN(2025) 42 of the Secretary-General of the European External Action Service of 20 November 2025 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information, and in Annex A I of the Decision ADMIN(2023) 18 of the High Representative of the Union for Foreign Affairs and Security Policy of 19 June 2023 on the security rules of the EEAS (OJ C 263, 26 July 2023, p.16).

[4] Decision ADMIN(2025) 42 of the Secretary-General of the European External Action Service of 20 November 2025 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information.

C. Languages

A thorough knowledge of English (capacity to write and speak fluently) and a good knowledge in French is required. Knowledge of the local language(s) would be a strong asset.

D. Personal Qualities

A pro-active, motivated and resilient person able to cope with multiple tasks and deliver under tight deadlines. Able to adapt quickly to new situations and enjoy new challenges, including missions.

CONDITIONS OF SECONDMENT:

Conflict of interest

The EEAS shall examine whether candidates have any actual or potential conflict of interest or personal interest such as to impair their independence. To that end, candidates shall inform the EEAS of any actual or potential conflict of interest, taking also into account their professional situation and their family circumstances, in particular their own or their family's professional activities or financial interests. In this context, all candidates shall fill with their application a declaration of potential conflict of interest (Annex I).

As a matter of policy, applications by individuals who have dual nationality of which one of a non-EU country, will be considered on a case-by-case basis taking account in particular of the functions attributed to the vacant post.

Personnel Security Clearance (PSC)

The requested level of security clearance for this post is: SECRET UE/EU SECRET. A description of the EU classified information levels is available under Article 2 of Annex A of the Decision ADMIN(2023) 18 on the security rules of the EEAS[5].

The selected candidate should hold a valid PSC issued by the national security authority of an EU Member State that is equivalent at least to the level indicated in the preceding paragraph, for the duration of the secondment to the EEAS.

Accordingly, all candidates shall fill with their application a declaration of possession of a PSC at the appropriate level (Annex II).

In exceptional cases, for reasons duly justified by the seconding authority and after approval by the EEAS Security Authority, the required PSC issued by the national security authority of an EU Member State may be submitted no later than 6 months after the start date of the secondment[6].

[5] OJ C 263, 26 July 2023, p.16.

[6] During such a period, specific measures shall be taken, including but not limited to those described in Article 7 of the Decision ADMIN(2025) 42 of the Secretary-General of the European External Action Service of 20 November 2025 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information. Until the PSC is issued by the competent authority of the Member State concerned, the selected candidate will not be authorised to access EUCI at the

Please note that the necessary procedure for obtaining a PSC can be initiated on request of the employer only, and not by the individual candidate.

School fees

Costs related to nurseries and after-school centres managed by the early childhood centre of the European Commission or by any other EU institution, as well as transportation costs to school, shall not be covered by the EEAS. Schooling costs related to the enrolment in a European School Type I shall be covered by the EEAS in compliance with the Convention defining the Statute of the European Schools of 21 June 1994[7]. For further information, please contact RM-01-COORDINATION@eeas.europa.eu.

EQUAL OPPORTUNITIES:

The EEAS strives to be a dynamic, respectful and inclusive Service. We value the talent and professional excellence of our staff, and are committed to building an organisation where gender equality and the respect of diversity are core values, as set out in the EEAS Mission Statement and the EEAS Agenda for Diversity and Inclusion. The EEAS is committed to achieving gender balance within its workforce and strives to avoid any form of discrimination during this selection procedure, as per Article 1(d) of the Staff Regulations. We actively welcome applications from all qualified candidates without any discrimination based on any ground. We commit to recruit candidates with the highest standard of ability, efficiency and integrity, carrying out a selection based on merits required for the post and from the broadest possible geographical basis among the EU Member States.

The EEAS is committed to working with people with disabilities in the terms of the Staff Regulations. If, by virtue of your medical condition or special needs, you require reasonable accommodation for a part or the entirety of this selection process, please send us an email to SNE-HQ@eeas.europa.eu. Your request will be treated in strict confidence and no record will be kept. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Article 1(d)(4) of the Staff Regulations.

All selected candidates are expected to adhere to the Principles of Professional Behaviour of the EEAS, which outline the need for integrity, transparency, respect, professionalism and accountability, and a zero tolerance approach to any form of harassment.

For queries related to the functions and duties please refer to:
Zuzana Michalcova Sutiakova, Head of Division, tel. +32 2 584 3593
email zuzana.sutiakova@eeas.europa.eu

For administrative queries related to the selection process, please refer to:
SNE.HQ@eeas.europa.eu

level of CONFIDENTIEL UE/EU CONFIDENTIAL or above, or to participate in any meetings or workflow where EUCI is processed.

7 Convention defining the statute of the European schools (OJ L 212, 17.8.1994, p. 3–14).

ANNEX I

DECLARATION OF POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY CANDIDATES

The Decision HR(2026) 18 of the High Representative of the Union for Foreign Affairs and Security Policy of 20 July 2026 establishing the rules applicable to National Experts seconded to the EEAS (hereinafter, the 'EEAS SNE Decision') states:

- in Article 2(3): "*The EEAS shall examine whether candidates have any actual or potential conflict of interest or personal interest such as to impair their independence. To that end, candidates, using a dedicated form, shall inform the EEAS of any actual or potential conflict of interest, taking also into account their professional situation and their family circumstances, in particular their own or their family's professional activities or financial interests. On the basis of the assessment conducted, the EEAS may decide not to proceed with the secondment".*

- in Article 8(1)(c): "*During the secondment, the SNE shall immediately inform their line manager if, in the performance of their duties, they become aware of an actual or potential conflict of interest, or are called upon to give a decision on the handling or the outcome of a matter in which, directly or indirectly, they have a personal interest such as to impair their independence, and, in particular, family's professional activities or financial interests".*

It is the candidates' duty to inform through this form the EEAS of any actual or potential conflict of interest regarding their future tasks. They shall be broad in their identification of actual or potential conflict of interests. It is reminded that it will be up to the administration, and not to the candidates themselves, to assess on this basis whether they are sources of conflict of interests and, if applicable, whether they constitute an issue for the secondment.

Title/First Name/Last Name:

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Position applied for:

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Job number:

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Division:

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Candidate status: ☐ Candidate from a Member State ☐ Candidate from a non-EU country ☐ Candidate from an international organisation ☐ Candidate from a non-profit organisation	
Current and former EU/non-EU nationality(ies):	
Current employer:	
Spouse/partner's EU/non-EU nationality(ies:	
Spouse/partner's professional activities:	
Dependents' nationality(ies):	

In your opinion, do you have any personal interest, in particular a family or financial interest, or do you represent any other interests of third parties which could actually or potentially impair your independence in the course of your duties in the specific vacancy at the EEAS and which may thus lead to any actual or potential conflict of interest relevant to that position?

YES ☐ NO ☐
If yes, please detail:

I hereby certify that the information provided in this form is correct and complete and that my curriculum vitae is correct and duly updated.

I understand that any infringement of the above requirements under the EEAS SNE Decision may lead to the withdrawal of a secondment offer or the termination of the secondment.

Date and signature:

PLEASE FILL IN, PRINT, SIGN AND SCAN

To be returned <u>with the application</u>

ANNEX II

DECLARATION OF POSSESSION OF A PERSONNEL SECURITY CLEARANCE (PSC)

Pursuant to point 19 of Annex A I to the EEAS Security Rules[8] and Article 6(1) of the Decision ADMIN(2025) 42 of the Secretary-General of the European External Action Service of 20 November 2025[9], national experts seconded to the EEAS for a position listed under Article 3(1) and (2) of Decision ADMIN(2025) 42 shall have a valid PSC for access to EUCI in the EEAS prior to taking up their assignment.

I, Mr/Ms _____, hereby declare to be in possession, for the duration of my secondment to the EEAS, of a valid PSC issued by the national security authority of an EU Member State that is equivalent at least to the EU level requested for the published post.

YES ☐ NO ☐

If no, please detail:

I hereby certify that the information provided in this form is correct and complete.

I understand that any infringement of the above requirements under the EEAS SNE Decision may lead to the withdrawal of a secondment offer or the termination of the secondment.

Date and signature:

PLEASE FILL IN, PRINT, SIGN AND SCAN

To be returned with the application

[8] Decision ADMIN(2023) 18 of the High Representative of the Union for Foreign Affairs and Security Policy of 19 June 2023 on the security rules for the European External Action Service.

[9] Decision ADMIN(2025) 42 of the Secretary-General of the European External Action Service of 20 November 2025 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information.