Vacancy notice 2026 –203 DEL (AD) DHOD USA

EEAS Vacancy Notice –

DEPUTY HEAD OF DELEGATION TO THE UNITED STATES OF AMERICA

Type of post "Head of Unit or equivalent"

EU Officials – AD 9 – AD 14 – Candidates from the Member States[1] – AD 12

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 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 EU Member States as well as with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

The European External Action Service (EEAS) is looking for an individual to fill the post of **Deputy Head of Delegation of the European Union to the United States of America.**

The Deputy Head of Delegation assists the Head of Delegation in all tasks, including the management of a large number of EEAS and Commission members of staff and financial resources (an administrative budget of approximately 13.9 M€ and an operational of approximately €4.8M for press, information and public diplomacy activities).

We propose:

The Deputy Head of Delegation of the European Union assists the Head of Delegation in carrying out his tasks, provides advice and support to the Head of Delegation in all key areas and represents her in her absence. In particular, the Deputy Head of Delegation assists the Head of Delegation in the management of all staff and financial resources.

More specifically, the Deputy Head of Delegation:

- Supports the Head of Delegation in ensuring bilateral relations; reporting to and coordinating with the Headquarters of the EEAS and the Commission; maintaining contacts and coordinating with Member States; representing the EU including through public diplomacy.
- Ensures efficient overall operation of the Delegation by co-ordinating the Delegation's work across all sections and ensure implementation and follow-up of key political, sectoral, thematic and horizontal tasks;
- Provides guidance and support to the administration section, including security issues;
- Ensures a well-functioning administration of the delegation, including sound contractual and financial management respecting relevant standards, instructions, rules and regulations within the framework of the sub-delegation of powers as authorising officer and on behalf/in substitution of the Head of Delegation;

[1] Temporary Agents from national diplomatic services of the Member States to whom Article 2(e) of the CEOS applies will also be reclassified to this grade if selected for the post.

- Oversees the preparation of the administrative budget with the Administrative Section and Head of Delegation;
- Oversees all procedures related to the implementation of the administrative budget; visa of reports on administrative expenditures (Head of Delegation signature);
- Acts as authorising officer by sub-delegation for administrative expenditures.

This position is classified as a "Head of unit or equivalent"[2] type of post in the grade bracket AD 9 – AD 14.

If selected for the post, candidates from the national diplomatic services of Member States will be recruited at grade AD 12.

If selected for the post, the contract of candidates who, at the time of their application are temporary agents to whom Article 2(e) of the Conditions of Employment of Other Servants (hereafter, the "CEOS") applies, will be amended and, if applicable, these candidates will be reclassified at grade AD12.

The place of employment is Washington D.C. USA

The Living Condition Allowance is 0%.

The post in principle will be for a 4 year duration.

Legal Basis

The successful candidate for this position will be:

– appointed in accordance with Article 29(1) of the Staff Regulations of Officials of the EU (SR) if he or she is an EU official;

– recruited in accordance with Article 29(1)(a) and Article 98(1), first subparagraph, of the SR, if the candidate is a member of the national diplomatic service of a Member State or reassigned if he/she is a temporary agent to whom Article 2(e) of the CEOS applies. Such candidates shall be recruited or, if applicable, assigned at grade AD 12 or at their current grade if it is higher.

We look for:

Eligibility Criteria[3]

General

Further to the conditions set out in Art 28 of the Staff Regulations (SR) or Art 12 of the Conditions of Employment of Other Servants (CEOS), candidates must:

1. be nationals of one of the EU Member States and enjoy full rights as a citizen;
2. be permanent officials of the Union institutions, or temporary agents to whom Article 2(e) of the Conditions of Employment of Other Servants (CEOS) applies, or staff from diplomatic services of the Member States;

[2] According to the Annex I of the Staff Regulations and the relevant EEAS internal rules.
[3] All the eligibility criteria must be met on the closing date for applications to this post.

3. have the capacity to work in languages of the CFSP and external relations necessary for the performance of their duties. Knowledge of other EU languages would also be an asset;

4. have at least six years' proven, pertinent external relations experience - for staff from national diplomatic services this experience must have been gained from working in a national administration of one of the Member States.

Without prejudice to exemptions exceptionally granted in the interest of the service by the Appointing Authority or, when applicable, the Consultative Committee on Appointment (CCA) on behalf of the Appointing Authority, an official or a temporary agent, to whom Article 2(e) of the Conditions of Employment of Other Servants (CEOS) applies, applying for a posting shall be subject to the following conditions by the time of posting[4]:

a. the candidate should serve in an EU Delegation for not more than two consecutive postings;

b. the candidate shall be in a position to serve the full duration of the posting within the duration of their service with the EEAS or before reaching the age of retirement foreseen under Article 52(a) of the Staff Regulations;

c. the candidate serving in a posting at the time of the application must be in the last calendar year of their posting on the closing date for applications, unless they apply for a higher type of post;

d. the candidate must have served a minimum of two years in headquarters after having returned from a post in a Delegation by the date when they are expected to take up duty in the new posting, unless in the case of career progression;

e. the candidate is not eligible for posts/functions to which they have already been assigned in the same Delegation;

f. the candidate is not eligible for a posting in a Delegation in which they have already served unless a minimum of two years would have elapsed between the start of the new posting and the end of a previous posting in that Delegation;

g. the candidate is not eligible for a third posting to the same Delegation, irrespective of the functions;

h. the candidate is not eligible for a non-family, compound-confined posting unless a minimum of two years would have elapsed between the start of the new posting and the end of a previous compound-confined, non-family posting;

i. the candidate is eligible to apply only for a post corresponding to the type of post occupied at the time of the application or to a higher type of post as listed in Annex I to the Staff Regulations;

Without prejudice to the conditions laid above, and without prejudice to authorisation exceptionally granted in the interest of the service by the Appointing Authority or, when applicable, the Consultative Committee on Appointment (CCA) on behalf of the Appointing Authority, candidates for a management post in a Union Delegation shall:

a. have served a minimum of two years in a Union Delegation or in a diplomatic mission of an EU Member State;

[4] ADMIN (2024) 20 Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 24/07/2024 on the periodic serving of Officials and Temporary Agents in Union Ddelegations and replealing Decision ADMIN(2021) 221 of 01/07/2021

b. have no less than three years' management experience with responsibility for at least six subordinate staff members[5];

c. not have been accredited as a resident diplomat to the country of the posting at any time during the two years preceding the start date of the assignment indicated in the vacancy notice;

d. apply to posts that correspond to the type of post occupied at the time of the application or to a higher type of post as listed in Annex I to the Staff Regulations.

- SPECIFIC ELIGIBILITY CRITERIA FOR EU OFFICIALS

1. EU officials applying for this post must be AD 9 – AD 14.

   EU officials at AD 8 are eligible to apply if they have at least 2 years seniority in that grade.

   In the event of a successful application, EU officials at AD 9 – AD 14 will be appointed at the same grade. EU officials at AD 8 will be promoted to grade AD 9.

2. Due to the need to ensure sound financial management of the limited financial resources and given the fact that the assignment of a staff member to a Delegation has important budgetary and business continuity implications, applications from staff members currently serving in a Delegation and who are not in the annual rotation/ mobility exercise are in principle not eligible and may only be considered in the interest of the service or in case of an application for a higher type of post (further on, "career progression").[6] In addition, if they wish to apply for a post on the basis of career progression, they should have spent at least 2 years on their current post when they take up duty.

3. Candidates who, at the time of the application, are EU officials, independently of their administrative status under Article 35 of the SR, cannot request to be recruited as temporary agents under Article 2(e) of the CEOS.

   In the case of applications from EU officials on leave for personal grounds, successful candidates will be reinstated into active employment within the meaning of Articles 35(a) of the SR.

- SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE NATIONAL DIPLOMATIC SERVICES OF THE MEMBER STATES TO BE RECRUITED IN ACCORDANCE ARTICLE 98(1), FIRST SUBPARAGRAPH, OF THE SR.

In line with Article 12 of the CEOS and in accordance with the needs of the service, candidates from the diplomatic services of Member States of the Union must:

1. possess a level of education

   a. which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more,

[5] In their CVs applicants should indicate management experience in terms of: (1) title and role of management positions held, (2) numbers of staff overseen in these positions, (3) the size of budgets managed, and (4) numbers of hierarchical layers above and below and number of peers.

[6] 'Career progression' refers to applications for a higher type of post according to Annex I of the SR. It is designed to allow staff to develop within the organisation. In this case, it refers to "Administrators" in grade AD 8 with 2 years seniority in this grade, who are applying to a "Head of Unit or equivalent" type of post for the first time.

OR

b. which corresponds to completed university studies attested by a diploma and relevant professional experience of at least one year when the normal period of university education is at least three years.[7]

2. have gained at least 12 years' full time professional experience. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience;

   Candidates must indicate their level of education and professional experience on the application form.

3. Candidates from national diplomatic services and current temporary agents engaged under Article 2(e) CEOS must be able to return to active service with their Member State after the end of their period of service to EEAS.

   The candidates shall provide a statement issued by their national diplomatic service, which contains at least the following elements:

   - the post to which the candidate applies;
   - that the candidate is a staff member in active service in the national diplomatic service of their respective member state at the time of application, either as an official or under a permanent employment relation.
   - that the national diplomatic service endorses his/her application to the post
   - A guarantee of immediate reinstatement in the national diplomatic service after the end of their contract with the EEAS/ the end of their secondment.

   If candidates are unable to provide this document from their national diplomatic service, their application will be deemed ineligible.

   Furthermore, candidates must be in a position to serve during the full duration of their assignment within the maximum duration of engagement in the EEAS.

Candidates from the Member States should be in active employment in their public service of origin at the moment of the application.

Candidates from the national diplomatic services of Member States, who have served continuously 8 or up to the maximum of 10 years as Temporary Agents under Article 2(e) of the CEOS pursuant to Article 50b(2) of the CEOS, are not eligible before a lapse of at least 2 years from the termination of their last contract under Article 2(e) of the CEOS[8].

- SPECIFIC ELIGIBILITY CRITERIA FOR TEMPORARY AGENTS TO WHOM ARTICLE 2(E) OF THE CEOS APPLIES

Due to the need to ensure sound financial management of the limited financial resources and given the fact that the assignment of staff to a post of the establishment plan in Delegation or in Headquarters has important budgetary and business continuity implications, applications from temporary agents currently employed in the EEAS under Article 2(e) of the CEOS will be considered only during the third year of their first contrac, unless they apply for a higher type of post.t.

---

7 The minimum of one year of professional experience required under (b) counts as an integral part of the above qualification and cannot be included in the professional experience required under point 2.

8 ADMIN(2023) 24 Decision of the High Representative of the Union for Foreign Affairs and Security Policy of the 14/07/2023 on the maximum duration of engagement by the European External Action Service of non-permanent staff under successive limited duration contracts of different types, and on the minimum lapse of time between successive contracts under Article 2(e) of the CEOS

They must provide a statement issued by their national diplomatic service containing the elements provided for by the specific eligibility criteria for candidates from national diplomatic services of the Member States.

Candidates from national diplomatic services who, at the time of their application, are Temporary Agents to whom Article 2(e) of the CEOS applies, are eligible to apply, irrespective of their current grade, provided that they fulfil the general eligibility criteria.

Selection Criteria

The applications of the candidates will be screened in the pre-selection phase according to the following general criteria

1. General skills and competencies

- Have an excellent ability to maintain diplomatic relations at a senior level and to ensure representation, communication and management in a complex, multicultural environment;
- Have an excellent capacity to play a lead role in negotiations in the field of external relations with national authorities, international organisations and EU Member States;
- Have strong communication and analytical skills combined with sound judgement; have proven experience in leading and motivating teams, particularly in a multi-disciplinary and multi-cultural environment;
- Have good knowledge and/or experience in budgetary, administrative and financial management.

2. Knowledge/experience in functioning of the European Union

- Have excellent knowledge of the external relations, internal policies and functioning of the Union;
- Have proven experience in and in-depth knowledge of CFSP and CSDP-related issues;

3. Regional knowledge and language skills

- Have proven experience in and knowledge of the key areas of activity of the Delegation;

Furthermore,

- Candidates must be able to work in a different socio-cultural environment and to adapt quickly to evolving situations, be resilient to high workload and pressure;
- experience in working in a Delegation or an Embassy, an international organisation, or significant experience of external relations in the field;
- strong knowledge and understanding of the EU's relations with the United States
- experience in working in or with the United States;
- knowledge of the wider domestic and regional context;

would be a strong asset.

TYPE AND DURATION OF CONTRACT FOR NEW TEMPORARY AGENTS

If the successful candidate is not an EU official, or a temporary agent currently employed in the EEAS under Article 2(e) of the CEOS, he or she will be required to undergo a medical examination to ensure that he or she is physically fit to perform the duties.

The successful candidate will be offered a temporary contract under Article 2(e) of the CEOS. Such contracts may not exceed 4 years in duration; their expiry will as far as possible be aligned with the usual date of mobility at Headquarters (currently 31 August of each year). The contract of successful candidates who are temporary agents under Article 2(e) CEOS currently employed in the EEAS will be amended and renewed for a 4 years period, within the limits provided for by Article 50(b)(2) of the CEOS.

All newly engaged temporary staff will be required to complete a probationary period of 9 months in accordance with Article 14 of the CEOS. If the successful candidate has already successfully completed the required probationary period under Article 14 of the CEOS, a management trial period of the same duration will nevertheless be required to be completed in accordance with Article 44, second subparagraph of the SR, read in conjunction with Article 20(4) of the CEOS, and with Article 7 of the ADMIN(2024) 19 Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 22/07/2024 on middle management staff, where the successful candidate is assigned for the first time to a management post.

PLACE OF EMPLOYMENT

Washington DC, USA.

POST AVAILABLE: 1 January 2027.

SPECIFIC CONDITIONS OF EMPLOYMENT

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 the Decision ADMIN(2023) 18 on the security rules of the EEAS.

The selected candidate will be required to obtain a Personnel Security Clearance (PSC) at the level required for the present post in accordance with national laws and regulations of his or her Member State and with the procedure laid down in the Decision ADMIN(2025)42 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information of 20/11/2025 and in Annex A I of the Decision ADMIN(2023) 18 on the security rules of the EEAS.

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.

In case of failure to obtain or renew the required PSC, the High Representative, in his/her capacity as AA/AACC, may take the appropriate measures in accordance with Article 3(3) of the Decision ADMIN(2019) 7 on Security Clearance Requirements and Procedures for the EEAS of 08 March 2019.

Successful candidates from the national diplomatic services of the Member States will be required to make a declaration of their commitment to act independently in the public interest and a declaration of any interests which might be considered prejudicial to their independence.

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 SR. 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 SR. 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 CCA-SECRETARIAT@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 SR.

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.

PROCEDURE[9]

The selection procedure will take place in three different and successive steps:

1. Application

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria in order to avoid automatic exclusion from the selection procedure.

Candidates must apply through the on-line system

https://eapplication.eeas.europa.eu

To log on to the system, an ECAS (European Commission Authentication Service) password is required; candidates without a password can register to get one through the afore-mentioned link. EU staff members with a professional ECAS account should use that account for their application. A helpdesk facility is available via the "Contact Support" function within the on-line system.

During the on-line application procedure candidates will have to upload their CV and motivation letter (in English or French). Candidates are invited to use the "Europass" CV format (https://europass.cedefop.europa.eu/documents/curriculum-vitae) for their applications.

Candidates from the Member States will, in addition, have to upload a copy of their passport/ID and a recent statement by their Ministry for Foreign Affairs (issued within the past 6 months) confirming their membership of a diplomatic service.

9 Your personal data will be processed in accordance with Regulation (EC) 2018/1725. The privacy statement is available on EEAS webpage: http://eeas.europa.eu/data_protection/rights/index_en.htm

All candidates will have the opportunity to follow the progress of their application through the on-line system.

The closing date for the submission of applications is **1 December 2026 at 12.00 midday** (Brussels' time - CET). Please note that the only way to submit an application is using the on-line system.

As the system may experience peak activity around the deadline, candidates are strongly advised to submit their application as early as possible. Late applications will not be accepted.

For correspondence concerning the selection procedures, please use the following email address: cca-secretariat@eeas.europa.eu .

2. Pre-selection

Pursuant to Article 9(3)(a) of the Decision ADMIN(2024) 20 of the High Representative of the Union for Foreign Affairs and Security Policy, of 24/07/2024, on on the periodic serving of Officials and Temporary Agents in Union Delegations, the pre-selection will be done by the the pre-selection will be done by a panel chaired by the Director responsible for human resources. The panel shall review the eligibility of candidates and shall then establish a list of those eligible candidates who best meet the selection criteria on the basis of the requirements of the post as set out in this vacancy notice.

3. Selection

These pre-selected candidates shall be invited to an interview by the panel. They may also be invited to an Assessment Centre. Based on the performance of the candidate during the interview, and, when applicable, taking account of the Assessment Centre results, the panel shall establish a shortlist of candidates. The reasoned recommendations of the panel shall be submitted for a decision by the Appointing Authority.

It is recalled, that if the interest of the service so requires, the selection procedures can be terminated at any stage and the post be filled by a transfer in accordance with Article 7 of the SR.

CONTACT: Ms. Delphine PRONK, Managing Director for the Americas

delphine.pronk@eeas.europa.eu