

## EUROPEAN EXTERNAL ACTION SERVICE



CHIEF OPERATING OFFICER

Brussels, **26 OCT. 2012**  
EEAS/MDR.C3/AM Ares(2012)

Your Excellency,

I am pleased to inform you that we are looking for a national expert (SNE) for secondment to the European External Action Service pursuant to the Decision of the High Representative of 23 March 2011 establishing the rules applicable to SNEs<sup>1</sup>.

I would be obliged if you could forward the enclosed profile to the various relevant Ministries in order to generate adequate applications.

Applications should be sent only by your Permanent Representation to Unit EEAS-MDR.C3 "Selection and Recruitment of Contract Agents, Seconded National Experts, Junior Experts in Delegations and Trainees". They shall not be sent directly to the Division.

Permanent Representations are kindly requested to send applications by e-mail only to: [EEAS-MDR-C3-SNE-HQ-OTHERS@eeas.europa.eu](mailto:EEAS-MDR-C3-SNE-HQ-OTHERS@eeas.europa.eu)

Candidates shall draft their CV in English or French in a PDF or Word version, following the European CV form which can be found at the following internet address: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>.

Only applications received in the above-mentioned format by **16 November 2012** will be considered for this call for applications.

Applications will be examined by my services which will organise selection interviews **during the course of November 2012**.

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<sup>1</sup> Decision of the High Representative of 23 March 2011 establishing the rules applicable to National Experts Seconded to the European External Action Service

I would like to invite you to draw the attention of the various relevant Ministries and services in respect of the treatment of personal data and inform them that the EEAS on its side implements data protection rules according to Council Regulation (EC) n° 45/2001. Consequently, possible applicants should be informed that their CV will be circulated to EEAS services which are involved in the selection and management of their possible secondment as well as within the Division concerned.

I take this opportunity to thank you very much for your cooperation.



PATRICK CHILD  
Managing Director

for the Chief Operating Officer

**Enclosures:**

- Decision of the High Representative of 23.03.2011
- Vacancy Notice
- Job description

**Copies:** Mrs Theodorou-Kalogirou, Head of Division EEAS.MDR.C3  
Mr Klaar, Head of Division EEAS.MDR.C1  
Mr Skoog, Director EEAS.G