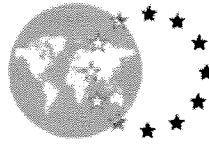


EUROPEAN EXTERNAL ACTION SERVICE



DG Budget and Administration
The Director-General

Brussels, **11-04-2016**
EEAS.DG.BA.HR.2/AM Ares(2016)

To Permanent Representatives of the
Member States of the European Union

Your Excellency,

I am pleased to inform you that we are looking for a “cost-free” national expert (SNE) for secondment to the European External Action Service pursuant to the Decision of the High Representative of 4 February 2014 establishing the rules applicable to SNEs¹.

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

Applications should be sent only by your Permanent Representation to Division EEAS.BA.HR.2 “Selection and Recruitment of Staff”. They shall not be sent directly to the Division.

Permanent Representations are kindly requested to send applications by e-mail only to: SNE-HQ@eeas.europa.eu.

Candidates shall draft their CV in English or in 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 17 May 2016 at noon will be considered for this call for applications.

Applications will be examined by my services which will organise selection interviews during the course of May 2016.

¹ Decision of the High Representative of 4 February 2014 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 to the proper treatment of personal data and inform them that the EEAS 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 the EEAS services 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.

Yours faithfully,



Gianmarco Di Vita

Enclosures:

- Decision of the High Representative of 4.2.2014
- Vacancy Notice
- Job description

Copies: Mr Auer, Head of Division EEAS.EURCA.WEST.2
Mr Larsson, Director EEAS.BA.HR
Mr Mellado, Head of Division EEAS.BA.HR.2