

Brussels, 16 May 2016

TO PSC AMBASSADORS

SUBJECT: OFFICE OF THE EUSR FOR THE MIDDLE EAST PEACE PROCESS – CALL FOR SECONDMENT

ANNEX: TORS FOR ONE SECONDED POLITICAL ADVISER FOR EUSR MIDDLE EAST PEACE PROCESS, JERUSALEM.

Dear Ambassadors,

I am looking to recruit a political advisor to join my team. This is to replace a departing political advisor who will leave the team in July 2016.

The political advisor will be based in the EU representation office in Jerusalem and would work in conjunction with an existing political advisor based in the EU Delegation office in Tel Aviv.

I'm seeking highly motivated, committed and experienced people who are looking for an exciting challenge.

I would kindly ask for your assistance in bringing the announcement to the attention of your national authorities.

I thank you in advance for your cooperation.



Fernando Gentilini

EU Special Representative
for the Middle East Peace Process.

BACKGROUND

The political advisor will assist the EUSR in implementing his mandate in line with the policy objectives of the European Union in the context of the Middle East Peace Process. The duration of the secondment would follow the mandate of the EUSR.

METHODOLOGY

Member States and EU institutions are invited to provide secondment offers as follows:

- a) The personal profiles of the proposed candidates should meet the listed criteria described in the job description (see **Annex**);
- b) The closing date for receipt of applications is 12.00 hours on 15 June 2016.
- c) Member States and EU institutions should submit their secondment offers/applications by e-mail, to the EUSR, including a CV of the candidate, to the following addresses:
denise.risciglione@ext.eeas.europa.eu
james.mccormick@ext.eeas.europa.eu
- d) The selection procedure will take place immediately following reception of proposals.
- e) Only personnel nominations received through official channels from Member States and institutions of the European Union will be considered.
- f) The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels or by telephone. The EUSR will be responsible for the final selection.
- g) The EUSR for the Middle East Peace Process will be responsible for notifying Member States of personnel who have been selected.

GENERAL INFORMATION

- a. The remuneration of personnel seconded by a Member State or an institution of the European Union to the EUSR shall be covered by the Member State or the institution of the European Union concerned respectively and in accordance with the prevailing conditions applied to the CFSP budget. According to Commission Communication C(2009)9502 of 30/11/2009, staff seconded from a member state shall receive a daily allowance. This does not apply to those seconded from EU institutions.
- b. The selected candidates will have to be in possession of the necessary level of security clearance (**EU SECRET** or equivalent). The original certificate of the national security clearance must accompany deployed seconded personnel.
- c. Member States seconding personnel to a EUSR office are kindly reminded that European Commission rules for Special Advisers specify that the concerned Special Adviser/EUSR is solely responsible for the management of seconded personnel, and that seconding Member States are therefore requested not to instruct seconded personnel to undertake any activity on their behalf for the duration of secondment. Seconded personnel will be required to act in accordance with an internal code of conduct to this effect. European Commission rules for Special Advisers also require a certification by Member States who second personnel to an EUSR office that the seconded staff will remain subject throughout the period of secondment to the social security legislation applicable and that the employer will assume expenses incurred abroad.
- d. A High-Risk Insurance, office space and needed office equipment, incl. communication costs are covered from the EUSR budget.
- e. Nominated personnel should undergo an extensive medical examination, appropriate vaccinations and be certified medically fit for mission duty by a competent authority from the Member State. A copy of this certification must accompany deployed seconded personnel.
- f. Any further information required related to the selection of the seconded experts may be obtained from the EUSR Office, by contacting:
denise.risciglione@ext.eeas.europa.eu