

## EUROPEAN EXTERNAL ACTION SERVICE



DG Budget and Administration  
The Director-General

Brussels, **13 JUN 2016**  
EEAS.BA.HR.2/EMA/Ares(2016)

To Permanent Representatives of the  
Member States to 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 Delegation of the European Union to Venezuela, within the framework of Article 24§1 of the Decision of the High Representative of 04.02.2014.

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

Permanent Representations are kindly requested to send applications by e-mail to Division EEAS.BA.HR.2 “Selection and Recruitment of Staff”:  
[SNE-DELEGATIONS@eeas.europa.eu](mailto:SNE-DELEGATIONS@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 **1 September 2016 at 12.00 noon** will be considered for this call for applications.

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

Please note that the delivery of a security clearance (minimum level SECRET UE) is a prerequisite for all postings as an SNE to the EEAS.

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 Delegations concerned.

Thank you very much for your cooperation.

Yours faithfully,



Gianmarco Di Vita

Enclosures:

- Vacancy Notice
- Job description

Copies: Mr Larsson, Director EEAS.BA.HR  
Mr Mellado, Head of Division EEAS.BA.HR.2  
Mr Koetsenruijter, Head of Division EEAS.AMERICAS.3  
Mrs Maio-Coliche, Head of Delegation Venezuela  
Mr Mas, Head of Administration Venezuela