

**EEAS Vacancy Notice**  
**Deputy Secretary General for Political Affairs – Political Director**  
**EU Staff Members - AD 15-16 Level post**  
**Candidates from the Member States – AD 15 Level post**

**We are:**

The European External Action Service (EEAS) supports the work of the High Representative of the Union for Foreign Affairs and Security Policy in defining and implementing an effective and coherent Union foreign policy. The EEAS works in close cooperation with Member States, the Council and the European Commission.

**We propose:**

The position of Deputy Secretary General of the EEAS for Political Affairs – Political Director. Working under the authority of the Secretary General of the EEAS, the Deputy Secretary General will provide strategic direction to the work of the EEAS on key foreign policy issues, ensuring effective co-ordination between the concerned departments in Headquarters; as well as with the Union Delegations, with his/her Member State counterparts and in third countries including through political dialogues.

The post involves extensive travel.

**We look for:**

**Selection criteria:**

Applicants should:

- have an established track record of leading and shaping international organisations in an international context or in a diplomatic service;
- 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 fields of public administration and external relations, with national authorities, international organisations and Member States;
- have the ability to create and maintain a strong network of contacts with internal and external stakeholders (including Member States, other EU institutions, third countries, international organisations and NGOs);
- have an excellent knowledge of the functioning of the Union and of its interinstitutional framework in general;
- have an excellent knowledge of the EU's external policies and instruments, including in particular proven experience in and in-depth knowledge of CFSP and CSDP-related issues;

- have a strong capacity for strategic thinking, developing policy concepts and prioritising, combined with the ability to formulate effective strategies to communicate those policies; and
- have strong communication and analytical skills combined with sound judgment.

Past experience of working in a Delegation/Embassy (or equivalent in an international organisation) would be an asset.

### **Eligibility Criteria:**

In accordance with Article 98 of the Staff Regulations (SR)<sup>1</sup> and in order to meet the needs of the service, candidates **must**:

1. be officials of the institutions of the European Union, or temporary staff to whom Article 2 (e) of the Conditions of the Employment of Other Servants of the European Union (CEOS)<sup>1</sup> applies, or staff from the diplomatic services of the Member States;
2. have the capacity to work in languages of CFSP and external relations necessary for the performance of their duties. Knowledge of other EU languages would be an asset;
3. have proven, pertinent external relations experience of at least 10 years – for staff from diplomatic services this experience must have been gained from working in the diplomatic service of one of the Member States.

In order to satisfy the requirements set out in Article 12 of the Conditions of the Employment of Other Servants of the European Communities (CEOS)<sup>1</sup>, **Member State applicants** must also:

1. be a national of one of the EU Member States;
2. 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, OR
  - b. which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years.<sup>2</sup>
3. have gained at least 15 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; and
4. have management experience of at least 5 years at senior level, commensurate with the responsibilities of the post<sup>3</sup>
5. be senior officials in the diplomatic service of one of the EU Member States.

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<sup>1</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

<sup>2</sup> 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 3.

<sup>3</sup> 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.

Furthermore **EU staff members** (i.e. EU officials, and temporary staff to whom Article 2(e) of the CEOS applies) must be either:

- AD15 or AD16 and occupying a post at the level of Director General/Managing Director or equivalent function, or;
- AD15 and occupying or having occupied a post at the level of Director or equivalent function for at least 2 years;

EEAS staff members at AD14 and occupying a post at the level of Director or equivalent function, with seniority of at least 2 years in that post and in that grade, are also eligible.

### **APPOINTMENT OF EU STAFF MEMBERS**

In the event of a successful application, EU staff members at AD15 or AD16 will be appointed at the same grade while EEAS staff members at AD14 will be promoted to AD15, all under Article 29(1) (a) point (i) or (iii), and Article 98.1 of the Staff Regulations.

### **TYPE AND DURATION OF CONTRACT FOR NEW TEMPORARY AGENTS**

If the successful candidate is from a national diplomatic service and subject to successfully undergoing a medical examination to ensure that s/he is physically fit to perform her/his duties, s/he 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 to the usual date of mobility at Headquarters (currently 31 August each year). The salary and conditions of appointment will be those laid down in the CEOS for temporary agents of AD15.

In accordance with Article 6(11) of Council Decision 427/2010, each Member State shall provide its officials who have become temporary agents in the EEAS under Article 2(e) of the CEOS with a guarantee of immediate re-instatement at the end of the period of service to the EEAS.

All newly engaged temporary staff are required to complete successfully a probationary period of 9 months. A management probationary period is also required.

### **PLACE OF EMPLOYMENT**

Brussels (Belgium)

### **SPECIFIC CONDITIONS OF EMPLOYMENT**

The successful candidate will be required to undergo security vetting if he/she does not already hold security clearance to an appropriate level, in accordance with the relevant security provisions.

Successful candidates from 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 European External Action Service applies an equal opportunities policy.

## PROCEDURE<sup>4</sup>

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://webgate.ec.europa.eu/eapplication/index.cfm>.

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 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.

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

Applications may be made at any point during the period **from Friday 1 July to Friday 15 July 2016 at 12.00 midday (Brussels time)**. 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](mailto:cca-secretariat@eeas.europa.eu).

### 2. Pre-selection

The pre-selection will be done by a panel (the Consultative Committee on Appointments) on the basis of the qualifications and the professional experience described in the CV and motivation letter, and will produce a shortlist of a limited number of eligible candidates who best meet the selection criteria for the post.

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<sup>4</sup> Your personal data will be processed in accordance with Regulation (EC) 45/2001, as implemented by decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The privacy statement is available on EEAS zone (<http://webgate.eeas.testa.eu/eeas/eeaszone/?q=node/26247>) and on the EEAS website ([http://eeas.europa.eu/data\\_protection/rights/index\\_en.htm](http://eeas.europa.eu/data_protection/rights/index_en.htm)).

### 3. Selection

The candidates who have been shortlisted will be invited for an interview so that the selection panel (the Consultative Committee on Appointments) can evaluate them objectively and impartially on the basis of their qualifications, professional experience and linguistic skills, as listed in the present vacancy notice. The selection panel will recommend a shortlist of candidates to the High Representative, who will make the final selection.

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**

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**START DATE:** 1 September 2016