

**EEAS Vacancy Notice Administrator**

**Administrator – Head of Section IT and Logistics – Civilian Planning and Conduct**

**Capability**

**(EU Staff Members: AD5-12/ Candidates from Member States: AD07)**

**Job n. 151417**

**We are:**

The European External Action Service (EEAS), which supports the work of the High Representative in defining and implementing an effective and coherent EU foreign policy. The EEAS supports her tasks of conducting the EU's Common Foreign and Security Policy and chairing the Foreign Affairs Council. It also supports the High Representative in her capacity as Vice President of the Commission with regard to her responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with Member States, the Council and relevant services of the European Commission.

The Civilian Planning and Conduct Capability (CPCC) is the permanent structure supporting the Civilian Operations Commander. The Civilian Operations Commander is the overall commander at the strategic level of currently 9 civilian CSDP crisis management missions and provides strategic guidance and direction to the Heads of Mission. The Civilian Operations Commander reports directly to the High Representative for Foreign Affairs and Security Policy and through her to the Council of the EU. Under the political control and strategic direction of the Political and Security Committee and the overall authority of the High Representative, the Civilian Operations Commander ensures the effective planning and conduct of civilian CSDP crisis management operations, as well as the proper implementation of all mission-related tasks.

**We propose:**

The position of Head of Section IT and Logistics

Under the chain of command of the CivOpsCdr (Civilian Operations Commander CPCC) and the supervision of the Head of the Division "Mission Support" in CPCC lead the team of IT officers in the Mission Support Platform, animate and coordinate the activities of the 40 IT officers in the civilian missions. Contribute to the consolidation of the IT management in the missions, drive the definition of a common platform for IT modules and applications. Supervise the IT risk assessment and generally contribute to the planning and conduct of Civilian CSDP Missions in the field of Mission Support with a special focus on IT and logistic issues.

More specifically, the candidate is expected to perform the following tasks:

- Assist in the planning, analysis, design, program and implement all aspects of logistical needs of Civilian Crisis Management Operations and CSDP Missions. Manage, as appropriate, rapid deployment stocks/start-up kits
- Develop, prepare, co-ordinate and monitor overall logistic plans including logistical forecasting, supply schedules, priorities or requirements, and resolution of urgent operational needs
- Identify the needs of goods and/or services specifically required for this area of responsibility and technically define the appropriate requirements of the means required to cover these need, in particular in the following fields: all transportation means and services, office equipment, all aspects of life support, security goods and services, medicare/medevac equipment and services

- Monitor and co-ordinate all multifunctional logistic requirements with field missions. Ensure the follow-up of a comprehensive database of expendable and non-expandable items across all Civilian CMOs and CSDP Missions.
- Assist in preparing inventory reports, as appropriate
- Be responsible for the production of reports concerning logistical issues, proposing/recommending changes and improvements, ensuring accuracy and comprehensive policies and guidelines to the logistics aspects
- Assist managers and colleagues in the unit / service in the set-up of IT related administrative rules procedures as well as their interpretation and implementation of and contribute to their simplification.
- Co-ordinate the work of IT officers in Mission Support and in missions and ensure the provision of smooth services to the staff.
- Ensure that needs of IT services are assessed and that messages and documents related to IT services are attributed and followed up and that deadlines are respected.
- Handle and distribute within the IT network consultations and organise wherever possible consensus on uniform solutions.
- Assist the unit/service in the co-ordination of management and planning procedures (APS, AMP, IRMS, etc.) and respect of priorities.
- Assist IT programme and project officers in monitoring programme / project processes: evaluation, negotiation, monitoring of deliverables, etc.
- Assist in the development of policy and procedures for field mission support
- Participate in the relevant work aimed at the definition of standard equipment for Civilian CMOs and CSDP Missions
- Participate in the relevant work aimed at the definition of technical specifications for the launching of Framework contracts and other contract
- Organise and chair logistics planning meetings
- Act as the liaison between the field missions and CPCC for logistical and CIS matters
- Advise senior management and mission personnel on logistics as well as CIS management, structures and staffing levels to ensure that they are at all times adequate to meet the requirements of the logistics strategy
- Participate in Fact Finding Missions, TAMs, technical survey missions etc, as required by the hierarchy
- Contribute to the preparation of the call for tender and to the management activities related to the CSDP logistics, as appropriate
- Ensure that managers and colleagues concerned are informed about the state of play of the key files in the work domains of IT and Logistics.

## **We look for:**

### Eligibility Criteria<sup>1</sup>

In accordance with Article 98 of the Staff Regulations (SR) and in order to meet the needs of the service candidates must:

1. be officials of the EU Institutions, or temporary staff to whom Article 2 (e) of the Conditions of the Employment of Other Servants of the European Union (CEOS)<sup>2</sup> applies or staff from national 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 **at least 2 years' proven**, pertinent external relations experience - for staff from national diplomatic services this experience must have been gained from working in a diplomatic service of one of the Member States. Considering the particularities of Crisis Management Structure and in line with art. 4 of the Decision establishing the EEAS (2010/427/EU), experience in working in other relevant Ministries may be considered.

<sup>1</sup> All the eligibility criteria must be met on the closing date for applications to this post.

<sup>2</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

Also, in order to satisfy the requirements set out in Article 12 of the CEOS, Member State applicants must:

4. be nationals of one of the EU Member States;
5. 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 relevant professional experience of at least one year when the normal period of university education is at least three years.<sup>3</sup>
6. have gained **at least 6 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

Furthermore, in order to be eligible, **EU staff members** must be in one of the grades **AD5 to AD12** and have the Type of post of the person "ADMINISTRATOR" (AD5-AD7) or "PRINCIPAL ADMINISTRATOR" (AD8-AD12), or they must be AST officials who have successfully passed the certification procedure.

EEAS staff whose Type of Post of the Person is "Senior administrator in transition" (AD14) and "Principal administrator in transition" (AD13) can also show their interest for this job. If selected, she/he will be transferred in the interest of the service. This transfer in the interest of the service will not modify the Type of Post of the Person. Transfers in the interest of the service under Article 7 SR are only possible within the same Institution, therefore EU officials AD13 and AD14 from other Institutions are not eligible.

Applications from officials currently serving in a Delegation are, in principle, not eligible and may only be considered in the interest of the service or in case of career progression.

In the above paragraph, "career progression" includes AST staff members who have successfully completed the certification procedure and who are applying for their first AD post.

Competition laureates may express their interest for this job, provided that they meet the eligibility requirements set out at points 2 and 3 above. Their candidatures will be considered only in the event that no suitable candidate can be found among EEAS staff, EU officials or staff from diplomatic services of Member States. Should a competition laureate be selected for this job, she/he will be subject to the same obligations of mobility as other EEAS staff members.

## **SELECTION CRITERIA:**

Candidates should:

- have ability to maintain diplomatic relations and to ensure representation and communication in a complex, multicultural environment;
- have capacity to create constructive working relations in the field of external relations with national authorities, international organisations and EU Member States;
- have strong drafting, communication and analytical skills combined with sound judgement;
- have knowledge of external relations, internal policies and functioning of the Union;

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<sup>3</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.

- have experience and knowledge of CFSP and CSDP-related issues; experience of IT and logistics in civilian CSDP Missions would be a strong asset.
- have knowledge and/or proven experience in the key areas of:
  - working at middle/upper level management in IT and/or logistics related matters;
  - different products and services markets and industrial business networks;
  - General Services and IT/Logistics, seen from field deployment, on crisis management operations, preferably in the context of CSDP;
  - Supply Chain Management;
  - word processing, spreadsheets, presentation software and database software.

Furthermore:

- experience of working in an Embassy, a Delegation (or equivalent in an international organisation);
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience of negotiations, and
- the ability to work in both English and French

would be strong assets.

## **TYPE AND DURATION OF CONTRACT**

If the successful candidate is an EU staff member, s/he will be appointed according to Articles 29.1.(a)(i) or (ii) and 98.1 of the Staff Regulations and according to the rules on grade set out above.

If the successful candidate is from a national diplomatic service s/he will be offered a contract as temporary agent under Article 2(e) of the CEOS; such contracts have a maximum duration of 4 years. The appointment will be at **AD 7 level**<sup>4</sup>.

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 members are required to complete successfully a probationary period of 9 months.

## **PLACE OF EMPLOYMENT**

**Brussels, Belgium**

## **SPECIFIC CONDITIONS OF EMPLOYMENT**

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

Successful candidates will be required to act independently in the public interest and to make a declaration of any interests which might be considered prejudicial to their independence, as set out in the Staff Regulation and CEOS.

<sup>4</sup> The basic salaries offered by the EU institutions are set out in Article 66 of the Staff Regulations. The current level, set out in Regulation n° 423/2014 of the European Parliament and of the Council, can be accessed via the link <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014R0423&from=EN>

## EQUAL OPPORTUNITIES

The External Action Service applies an equal opportunities policy.

## APPLICATION AND SELECTION PROCEDURE<sup>5</sup>

Mobility is a fundamental part of EEAS human resources policies, and is required by the EEAS Council Decision. Candidates should be aware that, accordingly, it is not generally in the interests of the service for EEAS Staff Members to apply for jobs which are essentially the same or similar to their current post.

The procedure will take place in three different and successive steps:

### 1. Application

Candidates may apply for one or more of the posts published in the context of this "2017/28 - HQ (AD) Publications – **Head of Section IT and Logistics – Civilian Planning and Conduct Capability**" exercise.

**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 from **30 January 2017**. 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 **statement by their Ministry for Foreign Affairs** confirming their membership of a diplomatic service and the Ministry's support for the candidate's application for this post.

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 **30 January 2017 to 20 February 2017 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 procedure, please use the following email address:

[EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu](mailto:EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu)

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<sup>5</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)).

2. Pre-selection

The selection panel will make a pre-selection 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.

3. Selection

The candidates who have been pre-selected will be invited for an interview so that the selection panel 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 for a final decision by the relevant Appointing Authority. He/she may decide to interview the candidates on the final shortlist before taking this decision.

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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