

**EEAS Vacancy Notice Administrator**

**Administrator – Legal and Policy Officer - Team Leader**

**(EU Staff Members: AD5-12/ Candidates from Member States: AD05)**

**Job n. 249125**

**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 Rights and Obligations Division of the EEAS is responsible for implementing the rights and obligations of all staff working in HQ and Delegations by paying and accounting remunerations of EEAS officials, temporary agents and contract agents at HQ and in Delegations; managing leave entitlements of all officials, temporary agents and contract agents; implementing working time decisions at HQ and in Delegations; dealing with administrative and financial consequences of repatriations on health grounds and in the case of country evacuation from the country of assignment of staff and dependents in Delegations; dealing with questions of principle regarding obligations set in the Staff Regulations including ethics and manage procedures of prior authorization where required; implementing social policies for staff; acting as correspondent of organizations and associations dealing with well-being and families of EEAS staff; implementing Annex X of the Staff Regulations; providing medical support and advice, follow-up of medical evacuations, health risks assessment and management

**We propose:**

A position of Administrator (team leader) primarily responsible for policy and legal advice on human resources management related to the tasks performed in the Division, under the responsibility of the Head of the Rights and Obligations Division – Human Resources Directorate, The successful candidate will be working closely with the Head of Division and her Deputy and will be supported by a small team.

His / Her main duties will be:

- Coordinate the work of the Team in charge of sickness insurance; medical repatriations; the Living Conditions Allowances and Rest leaves in EU Delegations under the terms of Annex X of the EU Staff Regulations; administrative issues relating to evacuation policy,
- Main contact point at EEAS for all questions in the field of Social Policy; Liaising with DG.HR (Social Welfare Unit), and PMO; full member of the Joint Sickness insurance Management Committee,
- Preparing analyses, and providing advice on all matters related to ethics and preparing decisions regarding ethics notifications and authorization requests; supervision of the process;
- Analyse legal questions within the competence of the Division and contribute to the preparation of legal decisions, memoranda and notes;
- Contribute to the shaping of the EEAS human resources policies within the competence of the Division;
- Support the handling of complaints based on Article 90 of the Staff Regulations, in coordination with the Division Legal Advisor and the Legal Affairs Division;
- Support and provide back-up for the Division's participation in interinstitutional bodies for administrative and legal issues as EEAS representative.

## 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 1 year's 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.

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 which corresponds to completed university studies attested by a diploma when the normal period of university education is at least three years, preferably law degree or in legal domain;
6. have gained **at least 1 year's 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 who are **not** in the rotation list are not eligible. Considering the possible impact of an early departure, those in rotation will only be considered in the interest of the service.

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.

---

<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>

## **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;
- be a dynamic, service-minded and motivated colleague with leadership capacity, strong commitment and a high sense of responsibility. Analytic and organisation skills as well as the ability to both lead a team and work in a team are expected.
- have strong drafting, communication and analytical skills combined with sound judgement;
- knowledge and/or proven experience in the key areas of complex negotiations and of litigation before the EU Courts would be strong assets;

Furthermore:

- experience of working in an Embassy, a Delegation (or equivalent in an international organisation), preferably within the legal service/department of an EU Institution, a Ministry of Foreign Affairs of a Member State, or within a multilateral international organisation (UN) or gained in a diplomatic mission of a Member State preferably in charge of EU affairs;
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience of negotiations, and
- Ability to work in both English and French, including the capacity to draft legal texts

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 5 level<sup>3</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**

---

<sup>3</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>

## 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.

## EQUAL OPPORTUNITIES

The External Action Service applies an equal opportunities policy.

## APPLICATION AND SELECTION PROCEDURE<sup>4</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 2017/37 - HQ (AD) Publication – " **Administrator – Legal and Policy Officer**" – BA.HR.3 " 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 **15 February 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 **15 February to 8 March 2017 at 17.00(Brussels time)**. Please note that the only way to submit an application is using the on-line system.

---

<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)).

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)**

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:**

Ms Alison Weston

**Tel:** +32 (0) 2 584 5467

**Email:** Alison.WESTON@eeas.europa.eu

Mr Francesco Caleprico

**Tel:** +32 (0) 2 584 7536

**Email:** Francesco.CALEPRICO@eeas.europa.eu