

Brussels, 27 March 2017

TO PSC AMBASSADORS

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

ANNEX: TORs FOR ONE SECONDED POLITICAL ADVISER TO THE EUSR FOR THE MIDDLE EAST PEACE PROCESS, BRUSSELS OFFICE.

Dear Ambassadors,

I am looking to recruit a Political Adviser to join my team.

The Political Adviser will be based at the EEAS Headquarters in Brussels and work in conjunction with my Political Adviser and Chief of Staff in Jerusalem and a Political Adviser (to be recruited) based at the EU Delegation office in Tel Aviv.

I am seeking a highly motivated and committed person who is 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 Adviser will closely liaise with the existing Political Adviser and Chief of Staff based in Jerusalem and the Political Adviser based in Tel Aviv to 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. The current one, subject to renewal, runs until 30 June 2018.

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 (Brussels time) on 27 April 2017.
- c) Member States and EU institutions should submit their secondment offers/applications by e-mail, to the EUSR, including a CV of the candidate and a motivation letter, to the following addresses:
denise.risciglione@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. Secondees will be required to sign a corresponding 'undertaking' to this effect upon taking up their positions. 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

Annex

EUSR – MEPP POLITICAL ADVISER

Brussels

The Political Adviser based in Brussels will work together in a team with the Chief of Staff and Political Adviser based in Jerusalem and the Political Adviser based in Tel Aviv. Her or his tasks and responsibilities include:

- To advise the EUSR on political matters concerning the Middle East Peace Process, with specific attention to the structures and instruments of the EU Common Foreign and Security policy, including the Common Security and Defence Policy, the respect of human rights and international law.
- To contribute to the preparation of reports/memos/briefings on political matters related to the Middle East Peace Process.
- To advise and support the EUSR and his team, including preparing for and participating in meetings with European and international interlocutors.
- To contribute to the preparation of COREU and other communications related to the Middle East Peace Process.
- To ensure close coordination between the EUSR and his team and relevant services of the EEAS and the Commission.
- To liaise with Member States and other EU institutions (European Parliament, Council of the European Union).
- Unless accompanying the EUSR during visits in Europe, to the Region or elsewhere: to represent the EUSR sur place, i.e. in meetings with European and international interlocutors.
- To develop and maintain contacts in Brussels including with international organizations, civil society, academia and the private sector.

Professional Requirements/Qualifications.

1. Three or more years of professional experience in diplomacy / international relations / EU affairs.
2. Excellent drafting and verbal skills in English are essential.
3. Good political judgment and strong analytical skills.
4. Ability to think strategically.
5. Strong interpersonal and organisational skills.

6. Ability to work well with others and to operate in a small team.
7. Energy, flexibility and ability to take the initiative.
8. Excellent knowledge of EU institutions and working methods is an asset.
9. Previous experience in crisis management/conflict resolution is an asset
10. Previous experience in EU institutions or in diplomatic missions to the EU is an asset.
11. Linguistic skills in Arabic and/or Hebrew are an asset.