

**EUROPEAN EXTERNAL ACTION SERVICE (EEAS)**  
**HEAD OF POLITICAL, PRESS AND INFORMATION SECTION**  
**TEMPORARY AGENT / OFFICIAL**

The European Union currently has 139 delegations, eight of which are to international organisations. In all, nearly 1200 officials and about 4200 other staff are currently serving in these delegations.

The EU Delegations are placed under the authority of the High Representative of the Union for Foreign Affairs and Security Policy, who is also Vice President of the European Commission.

The European External Action Service (EEAS) is **looking for an individual to fill the following post** at the Delegation of the European Union to:

JOB ID N°	COUNTRY CITY	FUNCTION	LCA	POSTING DURATION	TEMPORARY AGENT 2(E) LEVEL POST <sup>1</sup>	OFFICIAL LEVEL POST
160326	ALBANIA Tirana	Head of Political, Press and Information Section	15%	4 years	TA AD 09	AD05-12

**WE PROPOSE**

Under the responsibility of the Head of Delegation, the individual will assist the Head of Delegation in fulfilling his/her mandate.

In particular, he/she will have the following tasks:

- To contribute to the work of the Delegation in the management of the EU Presidency functions, and to represent the Delegation as necessary;
- Replace the Head of Delegation when he/she is absent;
- To pursue the EU's policies in all areas, promote and protect the EU's interests and values, and to promote the visibility of the European Union;
- To ensure bilateral political relations and to carry out and promote regular political dialogue;
- To liaise with local civil society organisations;
- To maintain contacts, exchange information, and chair various EU coordination groups in the implementation of EU policies;
- To monitor, analyse, and report regularly to Headquarters on internal and regional political developments, foreign policy and/or other policy areas of relevance for EU interests, including, *inter alia*: institutionalised political dialogue, electoral developments, human rights and governance, migration and security related issues, including non-proliferation, terrorism, defence;
- To manage the work of the Section, in order to ensure that priorities and objectives set by the Head of Delegation are fulfilled;

<sup>1</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>

- To carry out press, information and communication activities and to manage the press and information budget in liaison with the Administration Section. Regular qualitative and financial evaluations and reporting to Headquarters;
- To maintain relations with regional and/or international organisations present in the host country;
- To liaise regularly with Headquarters and provide advice as appropriate on policy issues;
- To provide support to visitors from EU institutions;
- To provide briefing dossiers, speeches, statements, press releases and articles, as requested.

**ELIGIBILITY CRITERIA:**

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 institutions of the EU, temporary staff to whom Article 2(e) of the CEOS applies or staff from 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 also be an asset;
3. have proven, pertinent external relations experience - for staff from diplomatic services this experience must have been gained from working in a diplomatic service of one of the Member States.

Applications from competition laureates will only be considered in the event that no suitable candidate can be found among EEAS staff, EU officials or staff from diplomatic services of Member States.

**SPECIFIC ELIGIBILITY CRITERIA FOR EU OFFICIALS AND TEMPORARY STAFF TO WHOM ARTICLE 2(E) OF THE CEOS APPLIES (“EU STAFF MEMBERS”)**

1. Applications from EU staff members currently in post in a Delegation are not, in principle, eligible and will only be taken into consideration if they are on rotation in 2017 or in case of career progression.
2. EU staff members who have completed 2 consecutive postings to delegations are not eligible, and may apply only in case of career progression. A derogation from this rule may not in principle lead to a consecutive period of service in Delegation of more than 12 years.
3. EU staff members currently in Headquarters who will have completed less than 2 years in Headquarters on the date foreseen for taking up duty are not, in principle, eligible and will only be taken into consideration in case of career progression.
4. TA2(e) staff members should also provide a statement by their Ministry of Foreign Affairs in support of their application for this post including the guarantee of reinstatement required by Article 6(11) of Council Decision 2010/427/EU.

"Career progression" applies to AST staff members who have successfully completed the certification procedure and who are applying for their first AD post.

**SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE MEMBER STATES**

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

1. be nationals of one of the EU Member States;

2. 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.
3. have the required full-time professional experience (see table below for minimum number of years required). This experience must have been gained after completing university studies of 4 years, or of 3 years plus one year relevant professional experience, as set out at point 2 above.

Post at level: (MS Candidates) (EEAS Staff/Officials)	AD5 AD5/12	AD7 AD5/12	AD9 AD5/12	AD10 AD5/12	AD11 AD5/12	AD12 AD5/12
External relations experience	≥ 1 year	≥ 2 years	≥ 3 years	≥ 3 years	≥ 3 years	≥ 3 years
Professional experience (MS candidates)	≥ 1 year	≥ 6 years	≥ 10 years	≥ 10 years	≥ 10 years	≥ 12 years

Candidates must indicate their level of education and professional experience on the application form.

### GRADING

For posts graded at **AD5-12**, 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 are only possible within the same Institution (Article 7 of SR), therefore EU officials AD13 and AD14 from other Institutions are not eligible.

In the event of a successful application, EU staff members will be appointed at their existing grade.

### SELECTION CRITERIA:

Candidates **should**:

- have an excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- have an excellent capacity to create constructive working relations with national authorities, international organisations and EU Member States;
- have strong drafting, communication and analytical skills combined with sound judgement;
- have excellent knowledge of the external relations, internal policies and functioning of the Union;
- have experience and knowledge of CFSP and CSDP-related issues;
- have knowledge of the key areas of the delegation's activities.

**Furthermore:**

- Experience in working in an Embassy, a Delegation, an international organisation or significant experience of external relations in the field, including CSDP field missions
- Good knowledge of the country, its culture, and the region as a whole

**would be assets.**

– Knowledge of locally spoken languages

**would be a strong asset.**

## **APPLICATION AND SELECTION PROCEDURE**

The procedure will take place in 3 different and successive steps:

### 1. Application procedure<sup>2</sup>

**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 online system:**

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

To log on to the system, an EU LOGIN is required; a helpdesk facility is available by email at [EEAS-IT-HELPDESK@eeas.europa.eu](mailto:EEAS-IT-HELPDESK@eeas.europa.eu).

During the on-line application procedure candidates will have to complete the application form, upload their **CV** (in English or French, preferably using the Europass format <http://europass.cedefop.europa.eu/htm/index.htm> or eCV from SYSPER for EU officials) as well as a **motivation letter** (maximum 2 pages) in either English or French. All candidates have the opportunity to follow the progress of their application through the on-line system.

Candidates from the diplomatic services of the Member States will, in addition, have to upload a copy of their passport/ID and a statement by their Ministry of Foreign Affairs confirming their membership of a diplomatic service and the Ministry's support for the candidate's application for this post/these posts as well as mentioning the guarantee of reinstatement required by Article 6(11) of Council Decision 2010/427/EU.

Applications may be made at any point **until Monday 10 July 2017 at 17h00**, Brussels time. 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 with the EEAS Human Resources Department concerning the selection procedures, please use the following email address:

[EEAS-AD-NON-MANAGEMENT-DELEGATIONS@eeas.europa.eu](mailto:EEAS-AD-NON-MANAGEMENT-DELEGATIONS@eeas.europa.eu)

### 2. Pre-selection

The pre-selection will be done by a Panel on the basis of the qualifications and the professional experience described in the CV, and in the motivation letter. The Panel will then produce a shortlist of a limited number of eligible candidates who in its opinion best meet the selection criteria for each post.

### 3. Selection

The candidates who have been shortlisted 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 vacancy notice.

The Selection Panel will recommend a shortlist of candidates for a final decision by the relevant Appointing Authority.

The EEAS applies an equal opportunities policy.

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<sup>2</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 EEASZone (<http://webgate.eeas.testa.eu/eeas/eeaszone/?q=node/26875>) and on the EEAS website ([http://eeas.europa.eu/data\\_protection/index\\_en.htm](http://eeas.europa.eu/data_protection/index_en.htm)).

## **CONDITIONS OF EMPLOYMENT**

EEAS career development policy places the need for staff to develop a mix of competences at its core, e.g. working in various fields of expertise and responsibilities in the course of a person's career, including postings at Headquarters and Delegations. Therefore, staff members are encouraged to alternate between Delegation and Headquarters postings.

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.

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 four years. The exact end date of the contract will be aligned with the annual Internal Rotation Exercise.

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.

The newly engaged temporary staff is required to complete successfully a probationary period of 9 months.

As a matter of policy, applications of individuals who have dual nationality of the host country or the partner of whom has the nationality of the host country will be considered on a case-by-case basis. The EEAS examines if there could be a conflict of interest and the consequence of a possible refusal by the host country to grant diplomatic immunity to the staff member and or his/her partner and family, as well as possible security risks. The HR Department may ask for additional information from the applicant in this context.

It is in the interests of the service to ensure that staff members in the Delegations are able to complete full postings before reaching the age of retirement. Before taking any final decisions on nominations, the appropriate Appointing Authority will ensure on a case-by-case basis that the successful candidates will indeed be able to complete the relevant full posting for the post for which they have been selected.

Successful candidates must undergo a medical examination to ensure that they are physically fit to perform their duties.

Candidates are deemed to be fully aware of the local living conditions, including information concerning the accommodation provided, before applying. Individual post reports are available from EEAS.BA.HR3, Rights and Obligations ([RIGHTS-AND-OBLIGATIONS@eeas.europa.eu](mailto:RIGHTS-AND-OBLIGATIONS@eeas.europa.eu)).

Candidates should also ensure that they are fully aware of the provisions of Annex X SR, as well as the relevant security provisions, especially with regard to security clearance, and, if need be, any other security measures to be taken.

Candidates must be able to work in a different socio-cultural environment and to adapt quickly to evolving situations.

**PLACE OF EMPLOYMENT:** ALBANIA, Tirana

**JOB AVAILABLE FROM:** 1 September 2017

**DEADLINE FOR APPLICATIONS:** Monday 10 July 2017 at 17h00 (CET).