

## Vacancy notice 2017/76 – HQ (AD)

### EEAS Vacancy Notice Administrator

**Administrator – Deputy Head of Division – Middle East II – MENA.2**

**(EU Staff Members: AD5-12/ Candidates from Member States: AD09)**

**Job n. 171021**

#### **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 successful candidate will join the MENA 2 Division, responsible for relations with Israel, the occupied Palestinian territory and the Middle East Peace Process within the MENA (Middle East and North Africa) Department in the EEAS. The main responsibilities of the Division are:

- Formulate policy options for the EU relations with Israel, the Palestinian Authority and the MEPP.
- Follow up of the implementation of the Association Agreement with Israel and the interim Association Agreement with the Palestinian Authority.
- Coordinate EU relations with Israel and the Palestinian Authority in the framework of the European Neighbourhood Policy and follow up the implementation of the relevant Action Plans.
- Contribute to the programming of the financial cooperation.
- Contribute to the overall coherence and complementarity of the different EU instruments (political, security, cooperation, etc.)
- Prepare briefings and notes for the HR/VP, Commissioners and EEAS hierarchy.
- Represent the EEAS at meetings with the Council of the EU, the European Parliament and other institutions, stakeholders and partner countries.

The EEAS AD careers policy foresees that an expert career path is possible; certain posts involving special responsibilities and which would facilitate an expert career path have therefore been identified. The assignment to such posts requires a certain seniority to ensure high level co-ordination and specialised expertise necessary for the service in at least a medium perspective. Such posts of Senior Expert will be created over time as posts become available.

#### **We propose:**

The position of Deputy Head of Division in MENA.2 Division. S/He will:

- Support the Head of Division in the planning and management of Division activities. Ensure effective coordination with other EEAS divisions in day-to-day management including information flows, agenda management, and administrative questions. Substitute the Head of the Division in the overall management and representation of the division during his absence;
- Keep Division deadlines and ensure quality-control of the Division's production (briefings, parliamentary questions, line-to-take etc.);
- In close coordination with the Head of Division, prepare the contribution of the Division to the different internal reporting processes;
- Ensure effective participation of the Division, and represent it, as needed, in EEAS and meetings with partners countries and processes;
- Co-ordinate the contribution of the EEAS to Association Councils, Association Committees, Political Dialogues and sub-committee meetings and other high level and expert meetings with countries under the division's' responsibility, in consultation with relevant Commission services;

- Prepare briefing and position papers on issues related to Israel, the occupied Palestinian territory and the MEPP and present EEAS views in the relevant fora;
- Coordinate on a regular basis with the relevant Commission services and other EEAS services on these issues;
- Coordinate the implementation of regional strategies and liaison with relevant services and other stakeholders
- Coordinate the EU position in the context of the European Neighbourhood Policy in Israel, the West Bank and Gaza;
- Coordinate the process of programming of EU assistance;
- Coordinate the Division activities on other relevant thematic issues such as migration, security, mediation and conflict prevention.

### **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 3 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.

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 10 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

<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>

<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.

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.

### **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 external relations, internal policies and functioning of the Union;
- have the ability to deputise for the Head of Division with regard to both managerial and representational responsibilities, and the ability to lead and motivate teams;
- have experience and knowledge of CFSP and CSDP-related issues

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;

would be strong assets.

### **PLACE OF EMPLOYMENT**

**Brussels, Belgium**

### **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 9 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.

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<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>

## PLACE OF EMPLOYMENT

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## 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>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 "2017/77 - HQ (AD) Publications –Deputy Head of Division – MENA.2" 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 **28 June 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.

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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)).

Applications may be made at any point during the period from **28 June 2017 to 7 September 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)**

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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