

DEPUTY HEAD OF DELEGATION TO RUSSIA
AD 9-14 LEVEL POST
- Candidates from Member States – AD 12 LEVEL POST

WE ARE

The European Union is currently present in more than 130 countries and in addition has 8 delegations to international organisations. In all, more than 1200 officials and 4100 other staff are currently serving in these delegations. EU delegations are an integral part of the European External Action Service and are placed under the authority of the High Representative of the Union for Foreign Affairs and Security Policy.

The work of a Delegation varies from country to country but, in general, covers political and security matters, trade, press and information, aid management and the external aspects of internal EU policies.

The European External Action Service (EEAS) is looking for an individual to fill the post of **Deputy Head of Delegation of the European Union to Russia**.

The Deputy Head of Delegation assists the Head of Delegation in the management of all staff (EEAS and Commission: over 60 staff - 16 of whom are officials) and financial resources (2012 administrative budget of approximately ±M€ 9,25).

The key areas of activity of the Delegation are to promote political and economic relations between Russia and the European Union and increase awareness of the EU, its institutions and its programmes; to monitor relations between the EU and Russia in its various dimensions along the guiding principles for relations with Russia and in accordance with the EU Global Strategy; to inform the public of development within the EU, to explain and defend individual EU policies and to participate in the implementation of the EU's assistance and cooperation programmes.

WE PROPOSE

The Deputy Head of Delegation of the European Union to Russia will provide advice to the Head of Delegation in key areas and represent him in his absences. He/she will assist the Head of Delegation in carrying out the following tasks:

- To represent the European Union, as appropriate, in Russia, to ensure EU coordination (lead coordination within the EU at local level and represent the EU), and to ensure a high degree of consistency between the different areas of the EU's external actions and between these and its other policies;
- To pursue the EU's policies and their local coherence in all areas, promote and protect the EU's interests and values, and to promote the visibility of the EU by carrying out press, information and communication activities;
- To promote bilateral relations across the policy spectrum as appropriate and necessary. This should include providing early warning of and guidance on areas of policy disagreements, while maintaining communication channels and open dialogue.

- To maintain contacts, exchange information and coordinate with Member States represented in Russia in the implementation of EU policies and to report regularly to the Headquarters of the EEAS and the Commission as appropriate on all matters covered by his/her mandate and maintain relations with other EU institutions as well as any regional and international organisations in Russia;
- To provide advice and support to the EEAS Headquarters, to the Commission and to the office of the President of the European Council as appropriate on policy issues and developments arising within the framework of the EU-Russia bilateral relations;
- To ensure sound management of the Delegation, including financial management and correct application of the existing rules concerning the security of individuals (including the families of expatriated staff), goods and property as well as information; manage crises and ensure continuity of Delegation operations, including in the framework of business continuity;
- To ensure a well-functioning administration of the delegation, including within the framework of the sub-delegation of powers as authorising officer and on behalf/in substitution of the Head of Delegation; ensure sound contractual and financial management respecting relevant standards, instructions, rules and regulations, more particularly within the framework of the subdelegation of powers of authorising officer received, oversee the preparation of the administrative budget with the Administrative Section and HOD; signature of all procedures related to the implementation of the administrative budget; visa of AOSD reports on administrative expenditures (HOD signature); act as authorising officer by sub-delegation for administrative expenditures;

WE ARE LOOKING FOR

ELIGIBILITY CRITERIA: please refer to the "General Rules for the 2018 Rotation of AD posts in EU Delegations (External Publications)".

SELECTION CRITERIA:

Candidates should:

- have an excellent ability to maintain diplomatic relations at a senior level and to ensure representation, communication and management in a complex, multicultural environment;
- have an excellent capacity to play a lead role in negotiations in the field of external relations with national authorities, international organisations and Member States;
- have strong communication and analytical skills combined with sound judgement;
- have excellent knowledge of external relations, internal policies and functioning of the Union;

- have proven experience in and in-depth knowledge of CFSP and CSDP-related issues;
- have proven experience in and in-depth knowledge of the key areas of activity of the Delegation;
- have proven experience in leading and motivating teams, particularly in a multi-disciplinary and multi-cultural environment;
- have good knowledge and/or experience in budgetary and financial management; and
- have good knowledge of Russian.

Furthermore,

- experience in working in a Delegation or an Embassy (or equivalent in an international organisation);
- experience in managing crisis situations; and
- good knowledge of the region as a whole

would be strong assets.

APPLICATION AND SELECTION PROCEDURE

Please refer to the "General Rules for the 2018 Rotation of AD Posts in EU Delegations (External Publications)".

CONDITONS OF EMPLOYMENT AND RECRUITMENT

Please refer to the "General Rules for the 2018 Rotation of AD Posts in EU Delegations (External Publications)".

PLACE OF EMPLOYMENT

RUSSIA, Moscow

JOB AVAILABLE FROM

1 September 2018