



PLEASE READ THESE RULES CAREFULLY BEFORE APPLYING

**GENERAL RULES FOR THE
2018 ROTATION OF AD POSTS
(HEAD OF DELEGATION,
DEPUTY HEAD OF DELEGATION,
HEAD OF SECTION
AND POLITICAL OFFICER POSTS)
IN THE EU DELEGATIONS
(EXTERNAL PUBLICATION)**

These General Rules concern the externally published rotation of EEAS AD posts in the EU Delegations. The positions concerned are set out in the accompanying Vacancy Notices.

Posts will be filled through publication in accordance with Article 98¹ of the Staff Regulations of Officials of the European Union (SR)¹, i.e. by considering the applications of officials of the institutions of the European Union, of temporary staff to whom Article 2(e) of the Conditions of Employment of Other Servants of the European Union (CEOS)² applies and of staff from the diplomatic services of the Member States without giving priority to any of these categories.

ELIGIBILITY CRITERIA²:

- GENERAL

We look for candidates who (in accordance with Article 98 SR and in order to meet the needs of the service) **must**:

1. be officials of the institutions of the European Union, 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 (see table on page 5 for minimum number of years required); and
4. for Head of Delegation/Deputy Head of Delegation Posts (Management Posts) only - have experience of managing staff (see table on page 5 for minimum number of years required)

(candidates must use the on-line application form to indicate, at least for the minimum number of years required: (1) title and role of positions with management responsibility held, (2) numbers of staff overseen in these positions, (3) the size of budgets managed, and (4) numbers of hierarchical layers above and below and number of peers).

- 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 in a Delegation and who are not in rotation in 2018 are not, in principle, eligible and will only be taken into consideration 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. Derogation from this rule may not lead to a consecutive period of service in Delegations of more than 12 years.

¹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

² All eligibility criteria must be satisfied on the closing date for applications, except where specified otherwise.

3. EU staff members currently in Headquarters who will have completed less than 2 years in Headquarters on 1 September 2018 are not eligible, and will only be taken into consideration in case of career progression, and in the case of EU staff members falling within the category of Managers in Mobility.

The concept of "career progression" is designed to allow staff to develop within the organisation. Accordingly, in the above 3 paragraphs, it includes for example AST staff members who have successfully completed the certification procedure and who are applying for their first AD post, AD staff members who do not currently hold a middle management post and who are applying for a middle management post, as well as staff who already hold a management post and who are applying for a management post in a more senior category³.

4. Temporary staff to whom Article 2(e) of the CEOS applies **must** have the support of their Ministry of Foreign Affairs for the post(s) to which they are applying (see further under application procedure).

HEAD OF DELEGATION/DEPUTY HEAD OF DELEGATION POSTS (MANAGEMENT POSTS)⁴

1. For posts graded at **AD15-16**, EU staff members must be either:
 - AD15 or AD16 and occupying a post at the level of Director General/Managing Director or
 - AD15 and occupying a post at the level of Director or equivalent function, with seniority of at least 2 years in that post.
 - AD14 and occupying or having occupied a post at the level of Director or equivalent function, with seniority of at least 2 years in that post and in that grade.

In the event of a successful application, EU staff members at AD15 or AD16 will be appointed at the same grade. EU staff members at AD14 will be promoted to AD15.

2. For posts at **AD14-15**, EU staff members must be either:
 - AD14 or AD15 and occupying a post at the level of Director or equivalent function or
 - AD14 and occupying or having occupied a middle management post for at least 2 years,
 - AD13 and occupying or having occupied a middle management post for at least 2 years, with at least 2 years seniority at AD13.

In the event of a successful application, EU staff members at AD14 or AD15 will be appointed at the same grade. EU staff members at AD13 will be promoted to AD14.

3. For posts graded at **AD09-14**, EU staff members must be:

³ It is in the interest of the service that EU staff members in a Delegation and who wish to apply for a post on the basis of career progression should have spent at least 2 years on their current post on 1 September 2018.

⁴ Notwithstanding the criteria set out in points 1-4, and in order to ensure equality of treatment between candidates from the different statutory sources of EEAS recruitment, the Appointing Authority may, in exceptional and duly justified cases and solely in the interests of the service, decide to accept an application for a post from officials of the EU institutions whose grade would otherwise exceed the bracket specified for the post in question.

- AD09-14.
- AD08 and with at least 2 years' seniority at that grade.

In the event of a successful application, EU staff members at AD09-14 will be appointed at their existing grade. EU staff members at AD08 will be promoted to AD09.

HEAD OF SECTION/POLITICAL OFFICER POSTS (NON-MANAGEMENT POSTS)

4. For posts graded at **AD05-12**, EU staff members at any grade from AD05 to AD12, and currently with a post as "Administrator" or "Principal Administrator" are eligible, as well as AST officials who have successfully passed the certification procedure.

EEAS staff members at grades AD13 (Senior Administrator in Transition) and AD14 (Principal Administrator in Transition) may also apply for these posts. If selected, s/he will be transferred in the interests of the service; such a transfer will not modify the Type of Post of the staff member. Transfers in the interest of the service on the basis of Article 7 SR are only possible within the same institution; therefore EU officials at 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.

- SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE MEMBER STATES

Candidates from the diplomatic services of Member States must (in order to satisfy the requirements set out in Article 12 of the CEOS and in order to meet the needs of the service):

1. be nationals of one of the EU Member States;
2. (i) possess a level of education which corresponds to completed university studies, attested by a diploma, when the normal period of university education is 4 years or more;
or
(ii) possess a level of education which corresponds to completed university studies, attested by a diploma, plus relevant professional experience of at least one year, when the normal period of university education is at least 3 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.

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

4. provide a statement issued by their Ministry of Foreign Affairs confirming their membership of a diplomatic service, and listing all posts in the rotation applied for as well as mentioning the guarantee of reinstatement of applicants after a possible contract with the EEAS. If candidates are unable to provide this document from their Ministry, their application will be deemed ineligible.

- TABLES OF MINIMUM YEARS OF EXPERIENCE

HEAD OF DELEGATION/DEPUTY HEAD OF DELEGATION POSTS (MANAGEMENT POSTS)

Post at level: (Candidates from the Member States) (EU Staff Members)	AD12 AD09-14	AD14 AD14-15	AD15 AD15-16
Management experience ⁵	≥ 3 years	≥ 7 years at senior level	≥ 9 years at senior level
External relations experience	≥ 6 years	≥ 10 years	≥ 12 years
Professional experience (Member State candidates only)	≥ 12 years	≥ 15 years	≥ 15 years

HEAD OF SECTION/POLITICAL OFFICER POSTS (NON-MANAGEMENT POSTS)

Post at level (Candidates from the Member States) EU Staff Members)	AD05 AD05-12	AD07 AD05-12	AD09 AD05-12	AD11 AD05-12
External relations experience	≥ 1 year	≥ 2 years	≥ 3 years	≥ 3 years
Professional experience (Member State candidates only)	≥ 1 year	≥ 6 years	≥ 10 years	≥ 11 years

POSTING POLICY:

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.

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 Human Resources Department may ask for additional information from the applicant in this context.

A posting in an EU Delegation is normally for 4 years (except where the post is advertised with a shorter duration). 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

⁵ Candidates applying for a Head of Delegation post are invited to focus in their motivation letter also on their management and interpersonal skills and illustrate these with concrete examples.

successful candidates will indeed be able to complete the relevant full posting for the post for which they have been selected.

For posts where the living and working conditions are defined as "difficult" and "very difficult" (30%-40% LCA) the posting will be for 3 years (in case of change of LCA during posting, the rule in force on the date of taking up of duty remains applicable).

For non-family postings⁶ the posting is reduced to 2 years, with possible renewals on a yearly basis for a maximum of 2 years.

APPLICATION AND SELECTION PROCEDURE

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

1. Application procedure⁷

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 EU LOGIN is required; candidates without a password can register to get one through the afore-mentioned link. EU staff members with a professional EU LOGIN account should use that account for their application; Temporary Agents in the EEAS should apply as EU Staff Members. A helpdesk facility is available via the Contact Support tab in the on-line application system.

Candidates may express their preferences for a **maximum of 8 posts listed in order of preference (the choice of 8 posts must be made between Head of Delegation, Deputy Head of Delegation and AD Non-Management posts)** via the on-line system, using their ECAS login and password. During the on-line application procedure, candidates will have to upload **one CV** and **one single motivation letter** (maximum 2 pages) **covering all posts applied for** (both must be in English or French). Candidates from the Member States and Temporary agents will, in addition, have to upload a copy of their passport/ID and a statement issued by their Ministry of Foreign Affairs confirming their membership of a diplomatic service⁸, and listing all post(s) in the rotation applied for as well as mentioning the guarantee of reinstatement of applicants after a possible contract with the EEAS.

All candidates will have the opportunity to follow the progress of their application through the on-line system.

The closing date for applications is **Wednesday 13 September 2017** at 12.00 midday (Brussels time).

⁶ Countries presently designated as "non-family postings": Afghanistan, Central African Republic, Iraq, Libya, Somalia, South Sudan, Syria, Yemen

⁷ 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/26247>) and on the EEAS website (http://eeas.europa.eu/data_protection/index_en.htm).

⁸ In this context, it is recalled that Article 6(11) of Council Decision 427/2010 requires that "in accordance with the applicable provisions of its national law, each Member State shall provide its officials who have become temporary agents in the EEAS with a guarantee of re-instatement at the end of the period of service to the EEAS."

As the system may experience peak activity around the deadlines for applications, candidates are strongly advised to submit their application as early as possible. Late applications beyond the deadline for application will not be accepted. Please note that the only way to submit an application is using the on-line system. Any submission by email will not be accepted.

For correspondence concerning the selection procedures, please use the following email addresses:

For Head of Delegation posts: CCA-SECRETARIAT@eeas.europa.eu

For Deputy Head of Delegation posts: EEAS-PUBLICATIONS@eeas.europa.eu

For Head of Section/Political Officer posts:
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 and will 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. For candidates who have applied for several posts and are short-listed for more than one post, interviews may be grouped together and cover several posts at the same time.

For Head of Delegation posts, the selection panel will recommend a shortlist of candidates to the High Representative, who will make the final selection.

Shortlisted candidates for a management⁹ post might be invited to an Assessment Centre.

The EEAS applies an equal opportunities policy.

If the interest of the service so requires, a selection procedure can be terminated at any stage and the post be filled by a transfer in accordance with Article 7 of the SR.

CONDITIONS OF RECRUITMENT AND EMPLOYMENT

The date foreseen for taking up duty for all posts in the context of the rotation exercise is 1 September of any given year, unless otherwise specified¹⁰.

The relevant provisions of the SR and CEOS apply to recruitment and any subsequent employment on the basis of these general rules and the accompanying vacancy notices.

⁹ (Deputy) Head of EU Delegation.

¹⁰ This date can be advanced to 1 or 16 August for practical reasons in agreement between the incoming and outgoing jobholders and with the agreement of the Director Human Resources.

In particular, the successful candidates will be employed by the EEAS on one of the following bases:

either

- **EU staff members** will be appointed to the relevant post for 4 years (or such shorter period for which the post may be advertised) in the context of the rotation;

or

- Candidates from the **Member States** will be offered a temporary contract under Article 2(e) of the CEOS. Such contracts will be for a maximum of 4 years or such shorter duration as advertised for the post; the exact length of the contract will depend on the actual contract start date as their expiry will as far as possible be aligned to the usual date of rotation of posts in the Delegations (currently 31 August each year). See Annex 1

All newly engaged temporary staff is required to complete successfully a probationary period of 9 months. A management probationary period of 9 months will also be required for Head of Delegation and Deputy Head of Delegation posts.

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

The basic salaries offered by the EU institutions are set out in Article 66 SR. The current level, set out in Regulation 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>.

The salary and conditions of appointment will be those laid down in the CEOS for temporary agents of the relevant grade (depending on the post), completed by the provisions of Annex X SR applicable to temporary agents posted outside the EU.

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.HR.3, Rights and Obligations (Rights-and-Obligations@eeas.europa.eu). Candidates must be able to work in a different socio-cultural environment and to adapt quickly to evolving situations.

Candidates should also ensure that they are fully aware of the provisions of Annex X of the 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 such as the HEAT training compulsory before taking up duty in the most difficult places of posting. The list of posts where HEAT training is compulsory can be obtained by email from BA-IBS-2@eeas.europa.eu or, for EEAS Staff, on EEAS Zone under "Security culture – Security training".

Candidates for Head of Delegation positions should be aware of the specific provisions for residence where they shall reside. All residences are provided by the Institution under Article 5 of Annex X to the SR. The residence of the Head of Delegation has a double function; it is the venue foreseen for the official representation under the terms of the Vienna Convention; it is also the private home of the Head of Delegation and her/his family. Residences are normally kept for long periods of time, hence there should be no change of residence when Heads of Delegation change.

Contract duration

Post details	Contract start ¹¹	Contract end	Contract duration
4-year posting or HQ post	01/09-16/12 year n	31/08 year $n+4$	Max. 4 years/ Min. 3 years, 8.5 months
4-year posting or HQ post	01/01-16/06 year n	31/08 year $n+3$	Max. 3 years, 8 months / <u>Min. 3 years, 2.5 months</u> Possible decision in year $n+2$ to extend so as to align to 31/8 year $n+4$ if considered in interest of the service*
4-year posting or HQ post	01/07-16/08 year n	Start date + 4 years	<u>4 years exactly</u> Possible decision in year $n+3$ to extend so as to align to 31/8 year $n+4$ if considered in interest of the service*
3-year posting	Year n	31/08 year $n+3$	Max. 3 years, 8 months/ Min. 2 years, 8.5 months
2-year posting	Year n	31/08 year $n+2$	Max. 2 years, 8 months/ Min. 1 years, 8.5 months
Other limited duration	Year n	Exact date foreseen in duration of contract	

* Extension period will be discounted from the overall maximum two years for exceptional circumstances.

¹¹ The take up of duty date for all posts in the context of the rotation exercise is 1 September of any given year unless otherwise specified or agreed.