

**HEAD OF DELEGATION TO BOTSWANA**  
**- EU staff members – AD 09-14 LEVEL POST**  
**- Candidates from the 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 **Head of the Delegation of the European Union to Botswana and the Southern African Development Community (SADC)**.

The Head of Delegation is responsible for management of all staff (EEAS and Commission: around 30 staff – 7 of whom are officials) and financial resources (2017 administrative budget of approximately €1.9m and a development co-operation budget for 2014-2020 of €127m under the 11<sup>th</sup> European Development Fund (EDF) programme (Botswana and SADC), in addition to smaller allocations from other budget resources).

The key areas of activity of the Delegation are political relations, economic co-operation, and management of development assistance and wide-ranging representation of the European Union.

**WE PROPOSE**

The Head of Delegation of the European Union to Botswana and SADC will assist the High Representative and the Commission in fulfilling their mandates in the field of external relations, and, in particular, will have the following tasks:

- To represent the EU in Botswana and to the SADC Secretariat, 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, to 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, including through social media;
- To ensure bilateral relations across the whole policy spectrum and to carry out and promote regular political dialogue;

- To promote relations with SADC, via constant dialogue with the Secretariat and the different SADC institutions, and by closely cooperating and coordinating with EU Delegations in the capitals of the SADC States, on the implementation of the EU-SADC cooperation in the areas of Peace, Security and Stability and Economic Growth and Regional Integration.
- To maintain contacts, exchange information and coordinate with Member States represented in Botswana and those also accredited to the SADC 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 Botswana;
- 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-Botswana bilateral relations as well as relations with SADC;
- 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 effective implementation as authorising officer by sub-delegation of the external assistance programmes in Botswana and their reporting activities.

## **WE ARE LOOKING FOR:**

### **ELIGIBILITY CRITERIA**

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

### **SELECTION CRITERIA**

Candidates should have:

#### **General Profile**

- proven experience in working in a **Delegation or an Embassy** (or equivalent in an international organisation);
- **multi-disciplinary expertise:** have proven experience in and in-depth knowledge of the key areas of activity of the Delegation;
- proven experience in **networking and representation in an international and multicultural environment:** have an excellent ability to maintain diplomatic relations at a senior level and to ensure representation, communication and management in a complex, multicultural environment; and 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 proven experience in **leading and motivating teams**, particularly in a multi-disciplinary and multi-cultural environment; have **solid managerial abilities**;
- have good knowledge and/or experience in **budgetary and financial management**;
- have **strong communication and analytical skills** combined with **sound judgement**.

#### **Specific profile**

- have excellent knowledge of the **functioning of the Union** and of its interinstitutional framework in general;
- have excellent knowledge of the **EU's internal and external policies and instruments**, in particular proven experience in and in-depth knowledge of **CFSP and CSDP-related issues**;
- have experience in management of **development aid** and knowledge of the Aid Effectiveness agenda;
- experience in multilateral contexts.

#### **Regional expertise/languages**

- good knowledge of the region as a whole, and of regional integration processes

would be a strong asset.

#### **APPLICATION AND SELECTION PROCEDURE**

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

#### **CONDITONS OF EMPLOYMENT AND RECRUITMENT**

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

#### **PLACE OF EMPLOYMENT**

BOTSWANA, Gabarone

#### **JOB AVAILABLE FROM**

1 September 2018