

**HEAD OF DELEGATION TO MALAWI**  
**- 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 Malawi**.

The Head of Delegation is responsible for management of all staff (EEAS and Commission: around 50 staff – 6 of whom are officials) and financial resources (2017 administrative budget of approximately €2.4m).

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

**WE PROPOSE**

The Head of Delegation of the European Union to Malawi 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 Malawi, 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, 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 maintain contacts, exchange information and coordinate with Member States represented in Malawi 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 Malawi;

- 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-Malawi bilateral relations, and in the context of EU-Southern Africa Development Community (SADC) 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 effective implementation as authorising officer by sub-delegation of the external assistance programmes in Malawi 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 managing crisis situations.

### **Regional expertise/languages**

- good knowledge of the region as a whole
- 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**

MALAWI, Lilongwe

### **JOB AVAILABLE FROM**

1 September 2018