

HEAD OF DELEGATION TO CHINA
- EU staff members – AD 15-16 LEVEL POST
- Candidates from the Member States – AD 15 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.

The work of a Delegation varies from country to country but, in general, covers political 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 China (with regional responsibilities for Mongolia)**.

The Delegation is placed under the authority of the High Representative of the Union for Foreign Affairs and Security Policy, who is also Vice President of the European Commission.

The Head of Delegation is responsible for management of staff and financial resources (over 100 staff, of whom around 35 are officials (with 21 other expat staff)); an annual administrative budget of approximately €7.6m; and the management of funds allocated to activities in China (and Mongolia) under the Partnership Instrument (currently 25 projects with an approximate value of €67m). Co-operation activity from DEVCO in China is in the last phase, with progressive phasing out/closing of bilateral projects; only a limited portfolio of non-state actors' projects would remain in 2018. Management of DEVCO activities in Mongolia will depend on the future structures noted below*.

The Delegation's key areas of activity are political, security and defence matters; human rights and democracy-related issues; economic, trade and investment questions; external aspects of EU policies (including climate change, energy and environment, science & technology, intellectual property rights, consumer issues, phytosanitary matters and people-to-people engagement); as well as public diplomacy. The majority of Commission DGs have at least some interaction with China.

***Note:** It is expected that an EU Delegation will be established in Mongolia within the next two years, and that the accreditation of the EU Delegation in Beijing to Mongolia will therefore cease at that point. The staffing and budget of DEVCO are undergoing change: as the bilateral co-operation programmes come to an end; as responsibility for Mongolia will transfer when the new Delegation is established; and as DEVCO regionalises most of its contract activity to a hub in Bangkok.

WE PROPOSE

The Head of Delegation of the European Union to China (and Mongolia) 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 China (and Mongolia) to ensure the EU Presidency, 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 ensure bilateral relations, notably in the political, economic, commercial, security and development cooperation fields and to carry out and promote regular political dialogue;
- 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 maintain contacts, exchange information and coordinate with Member States represented in China (and Mongolia) 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 China (and Mongolia);
- To provide advice to the Headquarters of the EEAS, 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 EU-China (and EU-Mongolia) 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.
- As authorising officer by sub-delegation, ensure effective implementation of all programmes in China (and Mongolia) 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;
- have experience in managing crisis situations.

Regional expertise/languages

- good knowledge of the region as a whole;
- knowledge of Mandarin Chinese

would be strong assets.

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

CHINA, Beijing

JOB AVAILABLE FROM

1 September 2018