

External Rotation 2018
European External Action Service (EEAS)
Head of Section/Political Officer/Policy Officer
Temporary Agent 2(e) / Official

WE ARE

The European Union currently has 139 delegations, eight of which are to international organisations. In all, nearly 1200 officials and about 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 individuals to fill the following posts at the Delegations of the European Union:**

Job Id	Delegation Country City	Standard Job Title	LCA	Posting Duration	TA2(e) Level Post	Official Level Post
202155	SWITZERLAND UN/Geneva	Political Officer	0%	4 years	TA AD7	AD05-12
151741	USA Washington	Head of Press and Information Section	0%	4 years	TA AD9	AD05-12
185964	USA UN/New York	Political Officer (Human Rights and Social Issues)	0%	4 years	TA AD7	AD05-12
152094	BOSNIA AND HERZEGOVINA Sarajevo	Head of Political, Press and Information Section	15%	4 years	TA AD9	AD05-12
225317	LIBYA based in Tunis	Head of Political, Press and Information Section	15%	2 years ¹	TA AD9	AD05-12
152080	BELARUS Minsk	Political Officer	20%	4 years	TA AD7	AD05-12
151925	GEORGIA Tbilisi	Head of Political, Press and Information Section	20%	4 years	TA AD9	AD05-12
265194	SYRIA based in Beirut	Head of Political, Press and Information Section	20%	2 years ¹	TA AD9	AD05-12
249704	TURKEY (Gaziantep)	Political Officer	20%	4 years	TA AD7	AD05-12
161312	CHINA Beijing	Political Officer	25%	4 years	TA AD7	AD05-12
152136	FIJI Suva	Head of Political, Press and Information Section	25%	4 years	TA AD9	AD05-12
152095	RUSSIA Moscow	Political Officer	25%	4 years	TA AD7	AD05-12
165466	UGANDA Kampala	Head of Political, Press and Information Section	25%	4 years	TA AD9	AD05-12

¹ For these particular posts, the contract offered will be for a duration of 2 years with the possibility of two one-year extensions, if this is considered in the interest of the service.

Job Id	Delegation Country City	Standard Job Title	LCA	Posting Duration	TA2(e) Level Post	Official Level Post
152109	UKRAINE Kiev	Head of Press and Information Section	25%	4 years	TA AD9	AD05-12
161256	KYRGYZSTAN Bishkek	Head of Political, Press and Information Section	30%	3 years	TA AD9	AD05-12
151730	SAUDI ARABIA Riyadh	Political Officer	30%	3 years	TA AD7	AD05-12
151734	CONGO, Dem. Rep. (Kinshasa)	Head of Political, Press and Information Section	35%	3 years	TA AD9	AD05-12
161338	IRAQ Baghdad	Political Officer	40%	2 years	TA AD7	AD05-12
151715	LIBERIA Monrovia	Head of Political, Press and Information Section	40%	3 years	TA AD9	AD05-12
152007	MALI Bamako	Head of Political, Press and Information Section	40%	3 years	TA AD9	AD05-12
166877	SIERRA LEONE Freetown	Head of Political, Press and Information Section	40%	3 years	TA AD9	AD05-12

The EU Delegations are 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.

WE PROPOSE

Under the responsibility of the Head of Delegation, and/or the Head of Political Section or Political, Press and Information (PPI) Section, the individual will assist the Head of Delegation and/or Head of Political or PPI Section in fulfilling his/her mandate.

In particular, he/she will have the following tasks:

- To contribute to the work of the Delegation in the management of the EU Presidency functions, and to represent the Head of Delegation when necessary in his/her absence;
- To pursue the EU's policies in all areas, promote and protect the EU's interests and values, and to promote the visibility of the European Union;
- To ensure bilateral political relations and to carry out and promote regular political dialogue;
- To liaise with local civil society organisations;
- To maintain contacts, exchange information, and chair various EU coordination groups in the implementation of EU policies;
- To monitor, analyse, and report regularly to Headquarters on internal and regional political developments, foreign policy and/or other policy areas of relevance for EU interests, including, inter alia: institutionalised political dialogue where applicable, electoral developments, Human Rights and governance, drug and security related issues, security issues including non-proliferation, terrorism, defence;
- To maintain relations with regional and/or international, organisations present in the host country;
- For Head of Section posts: to manage the work of the Section and effective interaction with other sections in order to ensure that priorities and objectives set by the Head of Delegation are fulfilled;
- For Head of Political and PPI Sections and for Heads of Press and Information Section (PI): to carry out press, information and communication activities and to manage the Press and Information budget in liaison with the Administration Section. Regular qualitative and financial evaluations and reporting to Headquarters;

- To liaise regularly with Headquarters and provide advice as appropriate on policy issues;
- To provide support to visitors from EU institutions;
- To provide briefing dossiers, speeches, statements, press releases and articles, as requested;
- Where applicable: Visa and consular issues;
- Tasks of Deputy Security Officer (security of the Delegation, its staff and coordination with MS on security issues) may be assumed (when the Head of Section or Political Officer is first in line after the Head of Delegation).

Multilateral Delegations have the following tasks in addition to the above:

1) Representation and coordination

- To represent the EU Delegation in International Organisations and conferences ;
- To chair various EU coordination meetings in the implementation of EU policies; based on proper follow-up of EU policies and decision-making process and on adequate liaison with Headquarters to receive input and instructions as required;

2) Relations with third parties

- To maintain relations and regular political dialogue with the UN organisations and agencies and close working relations with EU Member States' missions;
- To ensure close political dialogue with third-country representatives and regional and/or international organisations present in the host country ; to monitor the key stakeholders positions in on-going or planned negotiations; engage in and coordinate EU and Member States' outreach;
- To give presentations on EU policies and activities;

3) Support to Headquarters

- To provide advice as appropriate on policy issues;

For Head of Section posts:

- Contribute to the definition of the section overall strategic objectives, work programme and specific objectives in the Section areas.
- Maintain interactive communication with his / her team, so that staff are informed on all relevant policy and strategic aspects affecting the unit work and get appropriate feedback on their actions.
- Where applicable to assist in the identification for EU cooperation and the setting up of projects in areas of concern; to contribute to the effective management of existing cooperation projects with the UN organisations.
- Take on full responsibility for one or more areas of substantive work within the section

WE LOOK FOR

ELIGIBILITY CRITERIA: (please refer to the “**GENERAL RULES FOR THE 2018 ROTATION OF AD POSTS IN THE EU DELEGATIONS – EXTERNAL PUBLICATION**”).

SELECTION CRITERIA:

Main criteria by function for all posts

Candidates **should have:**

- a proven ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- a proven capacity to co-ordinate relevant committee and working group meetings with national authorities, international organisations and EU Member States;

- experience and knowledge of the external relations, internal policies, functioning of the Union and of CFSP and CSDP-related issues;
- experience in budgetary and financial management (for PPI Head of Section posts);
- experience in international negotiations (for Head of Political and PPI Section posts);
- strong drafting, communication and analytical skills combined with sound judgement.

Furthermore, the following would be assets:

- experience in working in an Embassy, a Delegation, an international organisation or significant experience of external relations in the field, including CSDP field missions,
- experience in leading and motivating teams and of working in multi-disciplinary and multi-cultural environment (for Head of Section posts);
- experience in international negotiations (for Political Officer posts).

Additional assets to be considered by post:

- good knowledge of the country, its culture, and the region as a whole;
- experience in thematic/horizontal areas of relevance to the Delegation and/or experience on external aspects of internal policies of particular importance in the host country – **see Annex**;
- knowledge of locally spoken languages - **see Annex**.

APPLICATION AND SELECTION PROCEDURE

Please refer to the “**GENERAL RULES FOR THE 2018 ROTATION OF AD POSTS IN THE EU DELEGATIONS – EXTERNAL PUBLICATION**”.

Candidates must apply through the online system:

(<https://webgate.ec.europa.eu/eapplication/index.cfm>).

To log on to the system, an EU LOGIN is required; a helpdesk facility is available by email at:

EEAS-IT-HELPDESK@eeas.europa.eu.

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 their CV and motivation letter (in English or French, preferably using the Europass model CV obtainable at <http://europass.cedefop.europa.eu>). Candidates from the diplomatic services of the Member States will, in addition, have to upload a copy of their passport/ID and a recent statement by their Ministry of Foreign Affairs (issued within the past 6 months) confirming their membership of a diplomatic service including the guarantee of reinstatement required by Article 6(11) of **Council Decision 2010/427/EU²**, **and the Ministry's support for the candidate's application for these posts. Should candidates be unable to provide these documents from their Ministry, their application shall be considered ineligible.**

Applications may be made at any point **until Wednesday 13 September 2017 at midday**, Brussels time. As the system may experience peak activity around the deadline, candidates are strongly advised to submit their application as early as possible; late applications will not be accepted.

² 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/26875>) and on the EEAS website (http://eeas.europa.eu/data_protection/index_en.htm).

For correspondence with the EEAS Human Resources Department concerning the selection procedures, please use the following email address:

EEAS-AD-NON-MANAGEMENT-DELEGATIONS@eeas.europa.eu.

CONDITIONS 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 (see list of vacancies on pages 1 and 2)

JOB START DATE: 1 September 2018³ (unless otherwise specified)

The closing date for the submission of applications is Wednesday 13 September 2017 at midday (CET).

³ 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 for Human Resources

ANNEX

ADDITIONAL ASSETS TO BE CONSIDERED BY POST (if applicable)

COUNTRY, CITY POST	ADDITIONAL ASSETS	USEFUL LOCAL LANGUAGES
CHINA, Beijing Political Officer		– Knowledge of Mandarin
CONGO, Dem. Rep. (Kinshasa) Head of Political, Press and Information Section	– Proven experience in working in, or dealing with, fragile states	– Very good knowledge of French is required
IRAQ, Baghdad Political Officer	– Previous experience in post- conflict reconstruction – Previous experience in donor coordination	– Arabic
LIBERIA, Monrovia Head of Political, Press and Information Section	– Experience in working in fragile contexts	
LIBYA, based in Tunis Head of Political, Press and Information Section	– Previous experience in conflict situations – Previous experience in post- conflict reconstruction	– Arabic
MALI, Bamako Head of Political, Press and Information Section	– Proven knowledge and/or experience in the Sahel region, and its security, migration- related and humanitarian challenges, including CSDP missions	– Very good knowledge of French is required
SAUDI ARABIA, Riyadh Political Officer	– Previous experience in the Gulf region	– Arabic
SIERRA LEONE, Freetown Head of Political, Press and Information Section	– Experience in working in fragile contexts	– Very good knowledge of French is required
SWITZERLAND UN/Geneva - Political Officer	– Experience of multilateral work	
SYRIA, based in Beirut Head of Political, Press and Information Section	– Previous experience in conflict situations – Previous experience in post- conflict reconstruction – Previous experience in donor coordination	– Arabic
TURKEY, (Gaziantep) Political Officer	– Previous experience in conflict situations – Previous experience in post- conflict reconstruction – Previous experience in donor coordination	– Arabic

COUNTRY, CITY POST	ADDITIONAL ASSETS	USEFUL LOCAL LANGUAGES
USA, UN/New York Political Officer (Human Rights and Social Issues)	– Experience of multilateral work	
USA, Washington Head of Press and Information Section	– Experience in Press & Communication; knowledge of the American Political system	