

**Vacancy notice 2017- 93 HQ (AD) Head of Division Global.3  
Democracy and Electoral Observation**

**(EU Staff Members – AD 9-14 – Candidates from the Member States – AD 12)**

**Job no. 152926**

**We are:**

The European External Action Service (EEAS), which supports the work of the High Representative in defining and implementing an effective and coherent foreign policy of the European Union. The EEAS supports her tasks of conducting the EU's Common Foreign and Security Policy and chairing the Foreign Affairs Council. It also supports the High Representative in her capacity of Vice President of the Commission for her responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with Member States, the Council and relevant services of the European Commission.

**We propose:**

The position of Head of Division "Democracy and Electoral Observation".

A highly challenging and varied management post for a manager with important organisational and diplomatic responsibilities. Under the direct authority of the Managing Director for Human Rights, Global and Multilateral Issues, the Head of Division will hold the overall responsibility for the daily management of the Division. The post involves some travel.

The Division is responsible for

Main responsibilities:

- Contribute to the strategic planning and policy conception and implementation of Election Observation and Democracy support including through the implementation of EIDHR (Objective 3 – Support to Democracy and Objective 4 - EU Election Observation missions) and the EU's overall democracy support policy. Provide professional support and advice to the HR/VP and the EEAS Senior Management on all aspects of these areas.
- Contribute to mainstreaming democracy into EU external policies, including in political dialogues with third countries, in country and regional strategies under the external relations and development policies, but also in policies towards third countries;
- Coordinate methodological and political aspects of Electoral missions' implementation in close cooperation with EEAS geographical services, the Commission (in particular FPI responsible for security, logistics and budgetary issues), EU Member States, the Council and the European Parliament.
- Liaise with the EP secretariat on Election Observation and Democracy support. Participate as necessary in the Democracy Support and Election Coordination Group meetings.
- Liaise with other election observation organisations in the context of the Declaration of Principles for International Election Observation.
- Manage, organise and coordinate the activities of the Division and its staff: translating EU policy and priorities into specific goals, tasks and internal procedures.
- Monitor and ensure the timely implementation of goals and tasks assigned to the Division.
- Motivate, coach and lead a multinational team; ensure efficient staff and personnel administration in the Division.

- Participate in negotiations on new agreements, action plans, political/human rights' dialogues and programming of financial instruments as appropriate.
- Contribute to the effective follow-up of Election missions' recommendations, in close collaboration with FPI, DG DEVCO, DG NEAR and EEAS geographical services.
- Liaise with and represent the EEAS in contacts with Member States, other third countries as well as EU institutions and international organisations.
- Communicate the EU policy towards stakeholders through ensuring proactive communications planning, and engaging in public speaking at seminars and conferences.

## We look for:

### Eligibility Criteria<sup>1</sup>

In accordance with Article 98 of the Staff Regulations (SR)<sup>2</sup> and in order to meet the needs of the service candidates **must**:

1. be officials of the institutions of the European Union, temporary staff to whom Article 2 (e) of the Conditions of the Employment of Other Servants of the European Union (CEOS)<sup>2</sup> applies or staff from diplomatic services of the Member States;
2. have management experience, commensurate with the responsibilities of the post<sup>3</sup>;
3. 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 be an asset;
4. have at least five years' proven, pertinent external relations experience - for staff from national diplomatic services this experience must have been gained from working in a diplomatic service of one of the Member States.

Also, in order to satisfy the requirements set out in Article 12 of the CEOS, **Member State applicants must**:

1. be nationals of one of the EU Member States;
2. possess a level of education
  - a. which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, OR
  - b. which corresponds to completed university studies attested by a diploma and relevant professional experience of at least one year when the normal period of university education is at least three years.<sup>4</sup>
3. have gained at least 12 years' full time professional experience. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience;

Furthermore, **EU staff members** (i.e. EU officials, and temporary staff to whom Article 2(e) of the CEOS applies) applying for this post **must** be either AD9, AD10, AD11, AD12, AD13 or AD14.

EU staff members at AD8 are eligible to apply if they have at least 2 years seniority at that grade.

<sup>1</sup> All the eligibility criteria must be met on the closing date for applications to this post.

<sup>2</sup> [http://ec.europa.eu/civil\\_service/docs/toc100\\_en.pdf](http://ec.europa.eu/civil_service/docs/toc100_en.pdf) and <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2010:311:0001:0008:EN:PDF>

<sup>3</sup> In their CVs applicants should indicate management experience in terms of: (1) title and role of management positions 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.

<sup>4</sup> The minimum of one year of professional experience required under (b) counts as an integral part of the above qualification and cannot be included in the professional experience required under point 3.

## **Selection Criteria**

The ideal candidate should have:

- excellent understanding of the EU's CFSP, CSDP and other external relations' policies;
- broad knowledge of the EU internal policies and their external aspects;
- specific experience regarding democratic processes (e.g. elections, rule of law, human rights, conflict management and post conflict recovery, etc.);
- a very good understanding of EU inter-institutional relations and decision-making procedures, and notably the role of the EEAS and the European Commission in this context;
- previous diplomatic and negotiation experience, including work with Parliaments and Government authorities;
- a very good understanding of the EU Strategic Framework and Action Plans on Human Rights and Democracy;
- the ability to lead and motivate team members towards the achievement of the division's objectives;
- the capacity to focus on priorities, plan outcomes and monitor delivery;
- excellent organisational skills and a proven capacity to work in complex and political environments and to think politically;
- highly developed communication and inter-personal skills and proven ability to work in a multi-cultural environment.

Furthermore:

- Experience of working in a Delegation/Embassy (or equivalent in an international organization) would be an asset.

## **TYPE AND DURATION OF CONTRACT**

If the successful candidate is an EU staff member, (s)he will be appointed in his/her existing grade.

If the successful candidate is from a national diplomatic service, (s)he will be offered a contract as temporary agent under Article 2(e) of the CEOS. The duration of the contract may not exceed four years, with the possibility of renewal. The appointment will be at AD 12 level.

In accordance with Article 6(11) of Council Decision 427/2010, each Member State shall provide its officials who have become temporary agents in the EEAS under Article 2(e) of the CEOS with a guarantee of immediate re-instatement at the end of the period of service to the EEAS.

Applicants should note the requirement under the CEOS for all newly engaged temporary staff to complete successfully a six-month probationary period<sup>5</sup>. A nine-month management probationary period will also be required.

## **PLACE OF EMPLOYMENT**

**Brussels, Belgium**

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<sup>5</sup> After the entry into force on 1 January 2014 of the changes agreed by the European Parliament and Council to the SR and CEOS, this probationary period will be nine months. These changes are set out in Council Document 11243/1/13 of 27 June 2013.

## JOB AVAILABLE FROM

As soon as possible – the post is vacant

## SPECIFIC CONDITIONS OF EMPLOYMENT

The successful candidate will be required to undergo security vetting if (s)he does not already hold security clearance to an appropriate level, in accordance with the relevant security provisions.

The successful candidate will be required to act independently in the public interest and to make a declaration of any interests which might be considered prejudicial to his/her independence, as set out in the Staff Regulations and the CEOS.

## EQUAL OPPORTUNITIES

The European External Action Service applies an equal opportunities policy.

## APPLICATION AND SELECTION PROCEDURE<sup>6</sup>

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

### 1. Application

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 ECAS (European Commission Authentication Service) password is required; candidates without a password can register to get one through the afore-mentioned link. EU staff members with a professional ECAS account should use that account for their application. A helpdesk facility is available via the "Contact Support" function within the on-line system.

During the on-line application procedure candidates will have to upload their CV and motivation letter (in English or French). Candidates from the Member States will, in addition, have to upload a copy of their passport/ID and a recent statement by their Ministry for Foreign Affairs (issued within the past 6 months) confirming their membership of a diplomatic service.

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

The closing date for applications is **Monday 28 August 2017 at 12h00 (Brussels time)**. Please note that the only way to submit an application is using the on-line system.

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.**

For correspondence concerning the selection procedure, please use the following email address:

[PUBLICATIONS@eeas.europa.eu](mailto:PUBLICATIONS@eeas.europa.eu)

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<sup>6</sup> 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/rights/index\\_en.htm](http://eeas.europa.eu/data_protection/rights/index_en.htm)).

2. Pre-selection

The selection panel will make a pre-selection on the basis of the qualifications and the professional experience described in the CV and motivation letter, and will produce a shortlist of a limited number of eligible candidates who best meet the selection criteria for the 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 present vacancy notice. The selection panel will recommend a shortlist of candidates for a final decision by the relevant Appointing Authority. He/she may decide to interview the candidates on the final shortlist before taking this decision.

It is recalled, that if the interest of the service so requires, the selection procedures can be terminated at any stage and the post be filled by a transfer in accordance with Article 7 of the SR.

Shortlisted candidates might be invited to an Assessment Centre.

**CONTACT**

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