

REF: 2017-95 DEL (AD) DHOD SOUTH AFRICA

DEPUTY HEAD OF DELEGATION TO SOUTH AFRICA
(AD 9-14 LEVEL POST, Member states AD12)

Job no: 152277

WE ARE

The European Union currently has 141 delegations, eight of which are to international organisations. In all, more than 1100 officials and 4300 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 **Deputy Head of Delegation of the European Union to South Africa**.

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 Deputy Head of Delegation assists the Head of Delegation in the management of all staff (EEAS and Commission: approx. 65 staff) and financial resources. The key areas of activity of the Delegation are political, trade and economics, and cooperation matters.

WE PROPOSE

The Deputy Head of Delegation of the European Union to South Africa will provide advice and support to the Head of Delegation in all key areas and represent him in his absence. He/she will assist the Head of Delegation in carrying out the following tasks:

- To ensure efficient overall operation of the Delegation in South Africa and to ensure implementation and follow-up of key sectoral, thematic and horizontal tasks;
- To provide guidance and support to the administration section will be particularly important;
- To co-ordinate the Delegation's work across all sections. This will involve, inter alia: monitoring of South African policies and positions; representing and defending EU positions; participation in ongoing bilateral negotiations; providing early warning of likely disputes, and participating in their handling on an ongoing basis; reporting;
- To represent the European Union, as appropriate, in South Africa 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, 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, with specific emphasis on social media;
- To ensure bilateral relations, notably in the political, economic, commercial and cooperation fields, and to carry out and promote regular political dialogue;
- To maintain contacts, exchange information and coordinate with Member States represented in South Africa 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 South Africa;
- To provide advice to the Headquarters of the EEAS and to the Commission as appropriate on policy issues and developments arising within the framework of EU-South Africa bilateral relations.
- To ensure a well-functioning administration of the delegation, including within the framework of the sub-delegation of powers as authorising officer and on behalf/in substitution of the Head of Delegation; ensure sound contractual and financial management respecting relevant standards, instructions, rules and regulations, more particularly within the framework of the subdelegation of powers of authorising officer received, oversee the preparation of the administrative budget with the Administrative Section and HOD; signature of all procedures related to the implementation of the administrative budget; visa of AOSD reports on administrative expenditures (HOD signature); act as authorising officer by sub-delegation for administrative expenditures;

WE ARE LOOKING FOR

ELIGIBILITY CRITERIA:

In order to be eligible candidates must be EEAS officials or temporary agents to whom Article 2(e) of the Conditions of Employment of Other Servants of the European Union (CEOS) applies ("EEAS staff members"). They must also belong to one of the following groups:

- EEAS staff members currently working in HQ and who have not been posted to a Delegation in the past;
- EEAS staff members who are currently in a Delegation and who have not done 2 consecutive postings in Delegations;
- EEAS staff members currently in HQ and who on 1 September 2017 will have been back at HQ for at least 2 years.

The above eligibility criteria do not apply when an application is made in the context of career progression.

EEAS temporary agents to whom Article 2(e) of the CEOS applies and whose contracts will expire during 2016 are only eligible for this exercise if they have received confirmation by the EEAS that they will be offered a second contract.

Furthermore, for this post, which is graded at AD09-14, candidates must:

- be EEAS staff members in any of the grades from AD9 to AD14
- have at least 2 years' experience of leading a team;

(candidates must indicate in their CVs, at least for the minimum 2 years required: (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).

- SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE MEMBER STATES

Candidates from the diplomatic services of Member States must (in order to satisfy the requirements set out in Article 12 of the CEOS and in order to meet the needs of the service):

1. be nationals of one of the EU Member States;
2. (i) possess a level of education which corresponds to completed university studies, attested by a diploma, when the normal period of university education is four years or more;

Or

(ii) possess a level of education which corresponds to completed university studies, attested by a diploma, plus relevant professional experience of at least one year, when the normal period of university education is at least three years;

3. have at least 12 years full-time professional experience. This experience must have been gained after completing university studies of four years, or of three years plus one year relevant professional experience, as set out at point 2 above.

Candidates must indicate their level of education and professional experience on the application form.

SELECTION CRITERIA:

Candidates should:

- have an excellent ability to maintain diplomatic relations at a senior level and to ensure representation, communication and management in a complex, multicultural environment;
- 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 strong communication and analytical skills combined with sound judgement;
- have excellent knowledge of the external relations, internal policies and functioning of the Union;
- have proven experience in and in-depth knowledge of CFSP and CSDP-related issues;
- have proven experience in thematic/horizontal areas of relevance to the Delegation and/or experience on external aspects of internal policies of particular importance in South Africa;
- have proven experience in leading and motivating teams, particularly in a multi-disciplinary and multi-cultural environment;
- have good knowledge and/or experience in budgetary and financial management.

APPLICATION AND SELECTION PROCEDURE

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

1. Application procedure

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, candidates should use their professional ECAS 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, preferably using the Europass model CV obtainable at <http://europass.cedefop.europa.eu>).

All candidates will have the opportunity to follow the progress of their application through 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 procedures, please use the following email address: EEAS-PUBLICATIONS@eeas.europa.eu

2. Pre-selection

The pre-selection will be done by a panel on the basis of the qualifications and the professional experience described in the CV and in the motivation letter and will produce a shortlist of a limited number of eligible candidates who in its opinion 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 this 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.

The EEAS applies an equal opportunities policy.

The closing date for the submission of applications is on **28 August 2017 at 12.00 (noon), Brussels time.**

CONDITONS OF EMPLOYMENT AND RECRUITMENT

The relevant provisions of the SR and CEOS apply to the appointment on the basis of this vacancy notice.

In particular, the successful candidate will be appointed by the EEAS on one of the following bases:

either

- EEAS officials will be appointed to the post for four years;

or

- Temporary Agents to whom Article 2(e) of the CEOS applies will be offered a new temporary contract under Article 2(e) of the CEOS. Such contracts may not exceed four years in duration.

EEAS staff members will be appointed at their existing grade.

On appointment the successful candidate's Type of Post of the Person will become/remain "Head of Unit or equivalent".

A nine-month management probationary period is required, if the successful candidate has not previously held a middle management position.

Successful candidates must undergo a medical examination to ensure that they are physically fit to perform their duties.

Candidates are deemed to be fully aware of the local living conditions before applying.

Candidates should also ensure that they are fully aware of the revised provisions of Annex X SR, as well as the relevant security provisions, especially with regard to security clearance, and, if need be, any other security measures to be taken.

Candidates must be able to work in a different socio-cultural environment and to adapt quickly to evolving situations.

PLACE OF EMPLOYMENT

SOUTH AFRICA; Pretoria

JOB AVAILABLE FROM

As soon as possible – the post is vacant