

Vacancy notice 2017-136 HQ (AD) Head of Division MENA.1

EEAS Vacancy Notice – Head of Division MENA.1 (Egypt, Syria, Lebanon, Jordan)

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

Job n. 153829

We are:

The European External Action Service (EEAS), which supports the work of the High Representative in defining and implementing an effective and coherent EU foreign policy. 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 as Vice President of the Commission with regard to 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 "MENA.1" – Egypt, Syria, Lebanon, Jordan.

The successful candidate will be appointed as Head of the MENA 1 Division, responsible for relations with Egypt, Syria, Lebanon, Jordan within the MENA (Middle East and North Africa) Department of the EEAS.

The main responsibilities of the Division are:

- Formulate policy options for the EU relations with Egypt, Syria, Lebanon, Jordan, in close coordination with the EU Delegations accredited to these countries and the relevant Commission services .
- Monitor and steer the implementation of the EU Association Agreements with Egypt, Lebanon and Jordan.
- Coordinate EU relations with Egypt, Lebanon, Jordan and Syria (within the limits set by decisions related to the Syrian conflict made by the Council of the EU) in the framework of the European Neighbourhood Policy and follow up the implementation of the relevant Action Plans.
- Coordinate EU policies and operational actions as a response to the Syrian conflict, in close coordination with Commission services (incl. DG NEAR, ECHO), EU Member States, especially EU envoys, and regional partners.
- Contribute to the programming of the EU's financial cooperation with Egypt, Lebanon and Jordan, as well as that related to the consequences of the Syrian conflict inside Syria and in neighboring countries.
- Contribute to the overall coherence and complementarity of the different EU instruments (political, security, cooperation, humanitarian etc.) towards Egypt, Syria, Lebanon, Jordan.
- Prepare briefings and notes for the HR/VP, Presidents, Commissioners and EEAS hierarchy.
- Represent the EEAS at meetings with the Council of the EU, the European Parliament and other institutions, stakeholders and partner countries, including outreach to civil society and NGOs

The main responsibility of the Head of Division:

- Under the guidance of the Managing Director (MD) and Director/Deputy MD, ensure the planning and management of Division activities. Ensure effective coordination with other EEAS divisions in day-to-day management including information flows, agenda management, and administrative questions;

- 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, and adequate staffing levels.
- Keep Division deadlines and ensure quality-control of the Division's production (briefings, parliamentary questions, line-to-take etc.) in close coordination with the Deputy Head of Division;
- Ensure timely contributions of the Division to the different internal reporting processes;
- Ensure effective participation of the Division, and represent it, as needed, in EEAS and meetings with partners countries and processes;
- Co-ordinate the contribution of the EEAS to Association Councils, Association Committees, Political Dialogues and sub-committee / cluster meetings and other high level and expert meetings with countries under the division's' responsibility, in consultation with relevant Commission services and with EU Member States whenever appropriate;
- Provide a policy lead and prepare briefing and position papers on issues related to Egypt, Syria, Lebanon and Jordan, and present EEAS positions in the relevant fora;
- Coordinate on a regular basis with the relevant Commission services and other EEAS services on these issues in HQ and delegations (in particular Geneva, US and RU);
- Coordinate the implementation of regional strategies and liaison with relevant services and other stakeholders
- Act as de facto special envoy of the EEAS/EU on the Syrian dossier (e.g. represent the EEAS in political envoys' meetings, donors' groups – together with DG NEAR, etc.). Support all political efforts and initiatives to settle the Syria crisis, including the organization of conferences and international meetings as necessary.
- Coordinate and steer the EU position in the context of the European Neighbourhood Policy in Egypt, Syria (within the limits set by decisions of the Council of the EU related to the Syrian conflict), Lebanon, Jordan;
- Coordinate the process of programming of EU assistance towards Egypt, Syria (within the limits set by decisions of the Council of the EU related to the Syrian conflict), Lebanon, Jordan in close cooperation with DG NEAR;
- Coordinate the Division activities on other relevant thematic issues such as migration, security, CT, mediation and conflict prevention as well as the upcoming MFF and post-Cotonou discussions.

We look for:

Eligibility Criteria¹

In accordance with Article 98 of the Staff Regulations (SR)² 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)² applies or staff from diplomatic services of the Member States;
2. have management experience, commensurate with the responsibilities of the post³;
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;

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

² 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>

³ 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.

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.⁴
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.

Selection Criteria

The ideal candidate should have:

- have an excellent ability and proven track record of maintaining diplomatic relations and to ensure representation, communication in a complex, multicultural environment (track record on the region of competence of the Division, in particular on the Syrian file, would be considered a strong additional asset);
- have an excellent capacity to create constructive working relations with national authorities, international organizations and EU Member States;
- have strong drafting, communication and analytical skills combined with sound judgement;
- have excellent knowledge of external relations, internal policies and functioning of the Union;
- have strong managerial and representational skills, and the ability to lead and motivate teams;
- have experience and knowledge of CFSP and CSDP-related issues

Furthermore:

- experience of working in an Embassy, a Delegation (or equivalent in an international organization);
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience of negotiations, or as a special envoy
- knowledge of Arabic

would be strong assets.

⁴ 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.

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 period⁵. A nine-month management probationary period will also be required.

PLACE OF EMPLOYMENT

Brussels, Belgium

JOB AVAILABLE FROM

As soon as possible

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 PROCEDURE⁶

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

⁵ 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.

⁶ 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).

<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 **06 October 2017 until 23 October 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

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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