

EUROPEAN EXTERNAL ACTION SERVICE



Head of Division

MD.EURCA. Europe and Central Asia
EURCA WEST. Western Europe, Western Balkans
and Turkey
EURCA WEST 2. Western Balkans

Brussels, 16 January 2018

TO PSC AMBASSADORS

SUBJECT: Call for Secondment for the Office of the EUSR in Bosnia and Herzegovina

ANNEXES: TERMS OF REFERENCE FOR INTERNATIONAL SECONDED EXPERT

1) INTERNATIONAL SECONDED – HEAD OF POLITICAL –
SARAJEVO OFFICE (1)

Dear Ambassadors,

A. BACKGROUND

COUNCIL DECISION (CFSP) 2017/347 of 27 February 2017 provides for the staffing resource of the EUSR in BiH.

B. AIM

The aim of this call for contributions is to select one highly qualified international seconded expert for the position of:

1) INTERNATIONAL SECONDED – HEAD OF POLITICAL – SARAJEVO OFFICE (1)

The Terms of References for the afore-mentioned post is attached in Annex 1

The duration of the deployment necessarily follows the relevant mandate durations of the EUSR.

The remuneration of personnel seconded by a Member State or an institution of the European Union to the EUSR shall be covered by the Member State or the institution of the European Union concerned respectively and in accordance with the prevailing conditions applied to the CFSP budget. In accordance with the prevailing Joint Action and Budgetary Impact Statement the EUSR budget will cover a daily per diem payment direct to the Seconded, the cost of official duty trips undertaken during the mission (within Bosnia and Herzegovina and/or internationally); high risk insurance; and liability insurance.

C. METHODOLOGY

Member states are invited to provide secondment offers as follows:

- a) The personal profiles of the proposed candidates should meet the listed criteria described in the job descriptions (**Annexes 1**);
- b) The closing date for receipt of offers of secondment is 17:00 o'clock on **16 February 2018**.
- c) Member States and EU institutions should submit their secondment offers/applications by e-mail, to the EEAS - Western Balkans Division, including a detailed curriculum vitae (**Annex 2**) covering the applicant's career, indicating qualifications and language skills, to the following addresses:

European External Action Service/Western Balkan Division

Emails: alexis.hupin@eeas.europa.eu

EURCA-WEST-2@eeas.europa.eu

Mr. Alexis Hupin

Western Balkans Division

Phone: + 32 (0) 2 584 2072

Fax: + 32 (0) 2 584 7224

and to: European Union Special Representative in Bosnia and Herzegovina

E-mail: robert.stockdale@ext.eeas.europa.eu

Mr. Robert Stockdale

Head of Finance and Administration

Phone: +387 33 560 800

- d) The selection procedure will take place immediately following reception of proposals.
- e) Only personnel nominations received through official channels from Member States and institutions of the European Union will be considered.
- f) The candidates considered to be most suitable will be short-listed and, and interviewed in Sarajevo or by phone.
- g) European External Action Service will be responsible for notifying Member States of personnel who have been selected. All A-type posts which are not covered by secondment will be advertised as appropriate by the European External Action Service and also notified to Member States and EU institutions in order to recruit the best-qualified applicants.

D. GENERAL INFORMATION

- a) Nominated personnel should undergo an extensive medical examination, appropriate vaccinations and be certified medically fit for mission duty by a competent authority from the Member State. A copy of this certification must accompany deployed seconded international experts.

- b) The selected candidates will have to be in possession of the necessary level of security clearance (**EU SECRET** or equivalent). The original certificate of the national security clearance must accompany deployed seconded international experts.
- c) Member States seconding personnel to an EUSR office are kindly reminded that European Commission rules for Special Advisers specify that the concerned Special Adviser/EUSR is solely responsible for the management of seconded personnel, and that seconding Member States are therefore requested not to instruct seconded personnel to undertake any activity on their behalf for the duration of secondment. Secondees will be required to sign a corresponding 'undertaking' to this effect upon taking up their positions. European Commission rules for Special Advisers also require a certification by Member States who second personnel to an EUSR office that the seconded staff will remain subject throughout the period of secondment to the social security legislation applicable and that the employer will assume expenses incurred abroad.
- d) Any further information required related to the selection of the international seconded experts may be obtained from the European External Action Service, by contacting:

European External Action Service/Western Balkan Division

Emails: alexis.hupin@eeas.europa.eu

EURCA-WEST-2@eeas.europa.eu

Phone: + 32 (0) 2 584 2072

Fax: + 32 (0) 2 584 7224

and

European Union Special Representative Office in Bosnia and Herzegovina

Mr. Robert Stockdale

E-mail: robert.stockdale@ext.eeas.europa.eu

European Union Special Representative in Bosnia and Herzegovina

Head of Finance and Administration

Phone : +387 33 560 800

Yours sincerely,

Eduard Auer

Head of Division