



## GUIDELINES

# 2019 ROTATION EXERCISE

### AD POSTS IN THE EU DELEGATIONS: (EXTERNAL PUBLICATION)

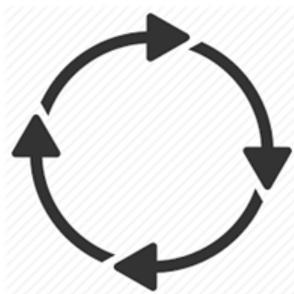
**HEAD OF DELEGATION**  
**DEPUTY HEAD OF DELEGATION**  
**HEAD OF SECTION**  
**POLITICAL OFFICERS**

These Guidelines apply to the rotation of EEAS AD posts in the EU Delegations published externally<sup>1</sup>.

Posts will be filled through publication in accordance with Article 98<sup>2</sup> of the Staff Regulations of Officials of the European Union (SR), by considering applications from:

1. officials of the institutions of the European Union;
2. current EEAS temporary staff to whom Article 2(e) of the Conditions of Employment of Other Servants of the European Union (CEOS) applies;
3. staff from the diplomatic services of the Member States

Details on the posts in rotation are set out in the accompanying Vacancy Notices.



## GENERAL ELIGIBILITY CRITERIA<sup>3</sup>:

In accordance with Article 98 Staff Regulations 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 CEOS applies (Temporary Agents currently working the EEAS) or staff from diplomatic services of the Member States;
2. have the capacity to work in the CFSP working languages (English and French). Knowledge of other EU languages would be an asset;
3. have proven, pertinent external relations experience. Staff from diplomatic services must have gained this experience from working in a diplomatic service of one of the Member States (see table on page 6 for minimum number of years required).
4. For management posts only (Head of Delegation and Deputy Head of Delegation posts): have experience of managing staff (see table in annex on page 6 for minimum number of years required)

Candidates must use the on-line application (**e-Application**) to indicate, at least for the minimum number of years required: (1) title and role of positions with management responsibility 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 EU OFFICIALS

1. Applications from EU officials in a Delegation and who are not in rotation in 2019 are not, in principle, eligible. They will, however, be taken into consideration in case of career progression. It is in the interest of the service that EU officials in a Delegation and who wish to apply for a post on the basis of career progression should have spent at least 2 years on their current post on 1 September 2019.
2. EU officials who will complete their second consecutive posting to a Delegation in 2019 are not eligible. Their application will only be taken into consideration in case of career progression or in the interest of the service. Derogation from this rule may not lead to a consecutive period of service in Delegations of more than 12 years.
3. EU officials currently in Headquarters who will have completed less than 2 years in Headquarters on 1 September 2019 are not

<sup>1</sup> If the interest of the service so requires, a selection procedure can be terminated at any stage and the post be filled by a transfer in accordance with Article 7 of the SR.

<sup>2</sup> [Link to the Staff Regulations](#)

<sup>3</sup> All eligibility criteria must be satisfied on the closing date for applications, except where specified otherwise.

eligible, and will only be taken into consideration in case of career progression, in the interest of the service or in the case of EU officials falling within the category of Managers in Mobility.

The concept of "career progression"<sup>4</sup> is designed to allow staff to develop within the organisation. Accordingly, in the above 3 paragraphs, it includes:

1. Managers who apply for a more senior management post (post in a higher career bracket than their current post);
2. Staff members who do not currently hold a middle management post and who apply for a middle management post (type of post: Head of Unit or equivalent/AD9-AD14)<sup>5</sup>;
3. AST staff members who have successfully completed the certification procedure and who apply for an AD post.

### **SPECIFIC ELIGIBILITY CRITERIA FOR TEMPORARY AGENTS CURRENTLY WORKING IN THE EEAS**

1. Applications from current Temporary Agents 2(e) in a Delegation and who are not in rotation in 2019 are not, in principle, eligible and will only be taken into consideration in the interest of the service or in the case of career progression.
2. Current Temporary Agents 2(e) who have completed 2 consecutive postings in the EEAS are in principle not eligible to apply. A derogation from this rule may not lead to a consecutive period of service of more than 10 years.
3. Temporary Agents who are already working in the EEAS must fulfil the same eligibility criteria as specified for "EU officials". This means that when applying for another post they will **retain their current grade** and cannot expect a higher grade even though a higher grade is foreseen for new candidates from Member States in the vacancy notice.<sup>6</sup>
4. Current Temporary Agents 2(e) **must** have the support of their Member State Administration (e.g. Ministry of Foreign Affairs) for the post(s) to which they are applying. (see further under application procedure).
5. Temporary Agents 2(e) must be able to finish the full duration of the posting (2, 3 or 4 years) within the maximum duration of engagement in the EEAS of 8 years.<sup>7</sup> Moreover, Temporary Agents 2(e) must be able to return to active service in

their Member State/home ministry when finishing the contract.

### **SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE MEMBER STATES**

Candidates from 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 4 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 3 years;
3. have the required full-time professional experience (**see table in annex, page 6, for minimum number of years required**). This experience must have been gained after completing university studies of 4 years, or of 3 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.

4. provide a statement issued by their Member State Administration (e.g. Ministry of Foreign Affairs) confirming their employment by membership of a diplomatic service, and listing all posts in the rotation applied for as well as mentioning the guarantee of reinstatement of applicants after a possible contract with the EEAS. If candidates are unable to provide this document from their Ministry, their application will be deemed ineligible.

### **POSTING POLICY**

EEAS career development policy places the need for staff to develop a mix of competences at its core, e.g. working in various fields of expertise and responsibilities in the course of a person's career, including postings at Headquarters and Delegations. Therefore, staff members are encouraged to alternate between Delegation and Headquarters postings.

As a matter of policy, applications of individuals who have dual nationality of the host country or the partner of whom has the nationality of the host country will be considered on a case-by-case basis. The EEAS examines if there could be a conflict of interest and the consequence of a possible refusal by the host country to grant diplomatic immunity to the staff member and or his/her partner and family, as

<sup>4</sup> Career progression is in principle not applicable inside the same Delegation.

<sup>5</sup> Posts of Head of Section in Delegation are not considered as Middle Management Posts.

<sup>6</sup> With the exception of a successful application for a post in a higher career bracket, e.g. an AD8 staff member selected for an AD9-14 post.

<sup>7</sup> 10 years in exceptional cases and in the interest of the service, as established in art. 50b.2 of the Conditions of Employment of Other Servants of the European Union.

well as possible security risks. The Human Resources Directorate may ask for additional information from the applicant in this context.

A posting in an EU Delegation is usually for 4 years.

For posts where the living and working conditions are defined as "difficult" and "very difficult" (30%-40% LCA<sup>8</sup>) the posting will be for **3 years**. In case of change of LCA during posting, the rule in force on the date of taking up of duty remains applicable.

For non-family postings<sup>9</sup> the posting is reduced to **2 years**, with possible renewals on a yearly basis for a maximum of 2 further years.

It is in the interest of the service to ensure that staff members in the Delegations are able to complete the full posting before reaching the age of retirement. Before taking any final decisions on nominations, the appropriate Appointing Authority will ensure on a case-by-case basis that the successful candidates will indeed be able to complete the relevant full posting for the post for which they have been selected.

## CONDITIONS OF RECRUITMENT AND EMPLOYMENT

The date foreseen for taking up duty for all posts in the context of the rotation exercise is 1 September of any given year, unless otherwise specified<sup>10</sup>.

Successful candidates are expected to participate in all compulsory pre-posting training.

The relevant provisions of the SR and CEOS apply to recruitment and any subsequent employment on the basis of these general rules and the accompanying vacancy notices.

In particular, the successful candidates will be employed by the EEAS on one of the following bases:

1. EU officials will be appointed to the relevant post for 4 years (or such shorter period for which the post may be advertised) in the context of the rotation;
2. Candidates from Member States will be offered a temporary contract under Article 2(e) of the CEOS. The duration of the contracts will

<sup>8</sup> Living Conditions Allowance: "An allowance for living conditions shall be fixed, according to the official's place of employment, as a percentage of a reference amount. That reference amount shall comprise the total basic salary, plus the expatriation allowance, household allowance and dependent child allowance, less the compulsory deductions referred to in the Staff Regulations or in the regulations adopted to implement them." (Staff Regulations, Annex X, article 10.1)

<sup>9</sup> Countries presently designated as "non-family postings": Afghanistan, Central African Republic, Iraq, Libya, Somalia, South Sudan, Syria, Yemen

<sup>10</sup> This date can be advanced or postponed, on a case-by-case basis.

correspond to the length of the postings (2, 3 or 4 years).

3. Current Temporary Agents 2(e) will be offered an extension and amendment of their existing contract under Article 2(e) of the CEOS. The duration of the extension posting will correspond to the length of the respective posting (2, 3 or 4 years).

Expiry dates will be aligned to the date of rotation of posts in the Delegations (**1 September each year**). **See table in Annex, page 6.**

All newly engaged temporary staff is required to successfully complete a probationary period of 9 months. For officials or temporary staff newly appointed as Head of Delegation or Deputy Head of Delegation, and who did not hold a middle management position in the EU institutions prior to their appointment, a 9 month management probationary report will also be required.

Successful candidates must undergo a medical examination to ensure that they are physically fit to perform their duties. When they undergo their pre-posting medical visit, officials should indicate any serious health problems or requirements for specialised medical treatment for themselves and/or for the individuals who will accompany them to the duty station. If the official withholds such information he/she may lose rights to re-imbursments of certain costs by the Institution, e.g. expenses relating to medical evacuation from the duty station, in accordance with the appropriate provisions provided for in the Staff Regulations.

The basic salaries offered by the EU institutions are set out in Article 66 of the Staff Regulations. The current level following the "2017 Annual update of the remuneration and pensions of the officials and other servants of the European Union and the correction coefficients applied thereto", can be accessed via the link: [Salary Grid 2017](#)

The salary and conditions of appointment will be those laid down in the CEOS for temporary agents of the relevant grade (depending on the post), completed by the provisions of Annex X SR applicable to temporary agents posted outside the EU. Candidates are deemed to be fully aware of the provisions of Annex X of the Staff Regulations. It is **important** to note that Annex X of the Staff Regulations does not apply to staff posted in Delegations located within the European Union (i.e. Paris, Rome, Strasbourg, and Vienna).

Candidates are deemed to be fully aware of the local living conditions, including i. a. information concerning security, health care, education, employment opportunities for spouses and the accommodation provided (Annex X, Article 5 or 23), before applying. Candidates are strongly encouraged to take note of the relevant Country Post reports which are available from EEAS.BA.HR.3, Rights and Obligations ([Rights-and-Obligations@eeas.europa.eu](mailto:Rights-and-Obligations@eeas.europa.eu)).

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

Candidates should also ensure that they are fully aware of the relevant security provisions. All posts in an EU Delegation require a Personal Security Clearance. Moreover, for some posts "Hostile Environment Awareness Training (HEAT) is compulsory or recommended before taking up duty"<sup>11</sup>. Contact [BA-IBS-2@eeas.europa.eu](mailto:BA-IBS-2@eeas.europa.eu) for more information. Current EEAS Staff should consult the EEAS Intranet under "Administration – Security - Security in Del".

Candidates for Head of Delegation positions should be aware of the specific provisions for residence where they shall reside. All residences are provided by the Institution under Article 5 of Annex X to the SR. The residence of the Head of Delegation has a double function; it is the venue foreseen for the official representation under the terms of the Vienna Convention; it is also the private home of the Head of Delegation and her/his family. Residences are normally kept for long periods of time, hence there is usually no change of residence when Heads of Delegation change.

## APPLICATION AND SELECTION PROCEDURE

### 1. Application procedure<sup>12</sup>

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.

All candidates must apply through the on-line system, **e-Application**, available at:

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

Under "Who is your current employer", current Temporary Agents 2(e) in the EEAS **must** select "European External Action Service".

To log on to **e-Application**, an EU LOGIN is required; candidates without a password can register to get one through the link above. EU staff members with a professional EU LOGIN account should use that account for their application. A helpdesk facility is available via the Contact Support tab in the **e-Application**.

Applications from individuals who are nationals of the host country or whose partner is a national of the host country will be considered on a case-by-case

basis, as a matter of policy. Applicants are expected to indicate if they fall into this category in the "additional information" section of the application form.<sup>13</sup>

Candidates may list a maximum of 8 posts in order of preference (the choice of 8 posts must be made among all posts of Head of Delegation, Deputy Head of Delegation and AD non-management posts<sup>14</sup>) via **e-Application**, using their EU login and password. During the on-line application procedure, candidates must upload one CV and one single motivation letter (maximum 2 pages) covering all posts applied for (both documents should be in English or French). Candidates applying for a Head of Delegation post are invited to focus in their motivation letter on their management and interpersonal skills and illustrate these with concrete examples.

Candidates from the Member States and Temporary agents must also upload a copy of their passport/ID and a statement issued by a national institution/body of the respective Member State (e.g. Ministry of Foreign Affairs) confirming their employment by a national/ governmental service<sup>15</sup>, and listing all post(s) in the rotation applied for as well as mentioning the guarantee of reinstatement of applicants after a possible contract with the EEAS.

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

The closing date for applications is 14 September 2018 at 12.00 midday (Brussels time).

As the system may experience peak activity around the deadline for applications, candidates are strongly advised to submit their application as early as possible. Applications received after the deadline will not be accepted. Please note that the only way to submit an application is using the on-line system. Any submission by email will not be accepted.

For correspondence concerning the selection procedures, please use the following email addresses:

**For Head and Deputy Head of Delegation posts:**  
[CCA-SECRETARIAT@eeas.europa.eu](mailto:CCA-SECRETARIAT@eeas.europa.eu)

**For Head of Section and Political Officer posts:**  
[EEAS-AD-Non-Management-Delegations@eeas.europa.eu](mailto:EEAS-AD-Non-Management-Delegations@eeas.europa.eu)

<sup>11</sup> The Appointing Authority may decide not to appoint a selected candidate who does not successfully participate in the HEAT.

<sup>12</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 the **EEAS Intranet**:  
<https://intranet.eeas.europa.eu/page/privacy-statement>  
and on the EEAS website:  
[http://eeas.europa.eu/data\\_protection/index\\_en.htm](http://eeas.europa.eu/data_protection/index_en.htm)

<sup>13</sup> Applicants are expected to indicate all nationalities of their partners.

<sup>14</sup> Additionally, EEAS staff may apply for a maximum of 8 posts in the internal rotation exercise.

<sup>15</sup> In this context, it is recalled that Article 6(11) of Council Decision 427/2010 requires that "in accordance with the applicable provisions of its national law, each Member State shall provide its officials who have become temporary agents in the EEAS with a guarantee of re-instatement at the end of the period of service to the EEAS."

## **2. Pre-selection**

The EEAS applies an equal opportunities policy and may, in the interest of this policy, decide to postpone or reopen a deadline, should the list of applicants contain e.g., applicants of only one gender.

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 each 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 vacancy notice. For candidates who have applied for several posts and are short-listed for more than one post, interviews may be grouped together and cover several posts at the same time.

For Head of Delegation posts, the selection panel will recommend a shortlist of candidates to the High Representative, who will make the final selection.

### **GRADE AND MINIMUM YEARS OF SENIORITY FOR EU STAFF AND CURRENT TEMPORARY AGENTS 2(e) IN THE EEAS**

#### **MANAGEMENT POSTS:**

##### **HEAD OF DELEGATION DEPUTY HEAD OF DELEGATION**

1. For posts graded at **AD15-16**, EU officials and current Temporary Agents (2e) in the EEAS must be either:
  - AD15 or AD16 and occupying a post at the level of Director General/Managing Director **or**  
AD15 and occupying a post at the level of Director or equivalent function, with seniority of at least 2 years in that post. **or**
  - AD14 and occupying or having occupied a post at the level of Director or equivalent function, with seniority of at least 2 years in that post and in that grade.

In the event of a successful application, EU officials and current Temporary Agents 2(e) at AD15 or AD16 will be appointed at the same grade. Candidates at AD14 will be promoted to AD15.

2. For posts at **AD14-15**, EU officials and current Temporary Agents 2(e) must be either:

- AD14 or AD15 and occupying a post at the level of Director or equivalent function **or**
- AD14 and occupying or having occupied a middle management post for at least 2 years **or**
- AD13 and occupying or having occupied a middle management post for at least 2 years, with at least 2 years seniority at AD13.

In the event of a successful application, EU officials and current Temporary Agents 2(e) at AD14 or AD15 will be appointed at the same grade. Candidates at AD13 will be promoted to AD14.

3. For posts graded at **AD09-14**, EU officials and current Temporary Agents 2(e) must be either:

- AD09-14 **or**
- AD08 and with at least 2 years' seniority at that grade.

In the event of a successful application, EU officials and current Temporary Agents 2(e) at AD09-14 will be appointed at their existing grade. Candidates at AD08 will be promoted to AD09.

#### **NON-MANAGEMENT POSTS:**

##### **HEAD OF SECTION POLITICAL OFFICER**

For posts graded at **AD05-12**, EU officials and current Temporary Agents 2(e) at any grade from AD05 to AD12, and currently with a post as "Administrator" or "Principal Administrator" are eligible, as well as AST officials who have successfully passed the certification procedure.

EEAS officials at grades AD13 (Principal Administrator in Transition) and AD14 (Senior Administrator in Transition) may also apply for these posts. If selected, the candidate will be transferred in the interests of the service; such a transfer will not modify the Type of Post of the staff member.

Transfers in the interest of the service on the basis of Article 7 SR are only possible within the same institution; therefore EU officials at AD13 and AD14 from other institutions are not eligible.

In the event of a successful application, EU officials will be appointed at their existing grade

**MINIMUM YEARS OF EXPERIENCE REQUIRED FOR MANAGEMENT POSTS:****HEADS OF DELEGATION  
AND  
DEPUTY HEADS OF DELEGATION**

	Posts published at level:		
For candidates from the Member States:	AD12	AD14	AD15
For EU Staff Members:	AD09-14	AD14-15	AD15-16
Management experience	≥ 3 years	≥ 7 years at senior level	≥ 9 years at senior level
External relations experience	≥6 years	≥10 years	≥ 12 years
Professional experience (Member State candidates only)	≥12 years	≥15 years	≥15 years

**MINIMUM YEARS OF EXPERIENCE REQUIRED FOR NON-MANAGEMENT POSTS:****HEADS OF SECTION  
AND  
POLITICAL OFFICERS**

	Posts published at level:			
For candidates from the Member States:	AD05	AD07	AD09	AD11
For EU Staff Members:	AD05-12	AD05-12	AD05-12	AD05-12
External relations experience	≥ 1 year	≥ 2 years	≥ 3 years	≥ 3 years
Professional experience (Member State candidates only)	≥ 1 year	≥ 6 years	≥ 10 years	≥ 11 years

**CONTRACT DURATION**

Post details	Contract start <sup>16</sup>	Contract end	Contract duration
4-year posting or HQ post	01/09-16/12 year <i>n</i>	31/08 year <i>n+4</i>	Max. 4 years/ Min. 3 years, 8.5 months
4-year posting or HQ post	01/01-16/06 year <i>n</i>	31/08 year <i>n+3</i>	Max. 3 years, 8 months / <u>Min. 3 years, 2.5 months</u> Possible decision in year <i>n+2</i> to extend so as to align to 31/8 year <i>n+4</i> if considered in interest of the service *
4-year posting or HQ post	01/07-16/08 year <i>n</i>	Start date + 4 years +alignment to 31/08 year <i>n+4</i>	Max. 4 years, 2 months Min. 4 years, 0.5 months
3-year posting	Year <i>n</i>	31/08 year <i>n+3</i>	Max. 3 years, 8 months/ Min. 2 years, 8.5 months
2-year posting	Year <i>n</i>	31/08 year <i>n+2</i>	Max. 2 years, 8 months/ Min. 1 years, 8.5 months
Other limited duration	Year <i>n</i>	Exact date foreseen in duration of contract	

\* Extension period will be discounted from the overall maximum two years for exceptional circumstances.

<sup>16</sup> The take up duty date for all posts in the context of the rotation exercise is **1 September** of any given year. This date can be advanced or postponed, for duly justified reasons, on a case-by-case basis. Please note that the rotation date currently is under consideration and might be advanced to August 2019.