

**Vacancy notice 2018- 114 HQ (AD) Head of Division BA.HR.3  
Rights, Obligations and Medical Cell**

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

**We are:**

The European External Action Service (EEAS), which supports the work of the High Representative in defining and implementing an effective and coherent European Union 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 responsibility for the co-ordination 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.

The Rights and Obligations Division of the EEAS is responsible for implementing the rights and obligations of all staff working in HQ and Delegations by paying and accounting remunerations of EEAS officials, temporary agents and contract agents at HQ and in Delegations; managing leave entitlements of all officials, temporary agents and contract agents; implementing working time decisions at HQ and in Delegations; dealing with administrative and financial consequences of repatriations on health grounds and in the case of country evacuation from the country of assignment of staff and dependents in Delegations; dealing with questions of principle regarding obligations set in the Staff Regulations including ethics and manage procedures of prior authorization where required; implementing social policies for staff; acting as correspondent of organizations and associations dealing with well-being and families of EEAS staff; implementing Annex X of the Staff Regulations; providing medical support and advice, follow-up of medical evacuations, health risks assessment and management.

**We propose:**

The Rights, Obligations and Medical Cell Division within the Human Resources Directorate of the EEAS is responsible for implementing the rights and obligations of all staff working in HQ and Delegations by paying and accounting remunerations of EEAS officials, temporary agents and contract agents at HQ and in Delegations; managing leave entitlements of all officials, temporary agents and contract agents; implementing working time decisions at HQ and in Delegations; dealing with administrative and financial consequences of repatriations on health grounds and in the case of country evacuation from the country of assignment of staff and dependents in Delegations; dealing with questions of principle regarding obligations set in the Staff Regulations including ethics and manage procedures of prior authorization where required; implementing social policies for staff; acting as correspondent of organizations and associations dealing with well-being and families of EEAS staff; implementing Annex X of the Staff Regulations; providing medical support and advice, follow-up of medical evacuations, health risks assessment and management.

We propose an interesting and challenging position of Head of Division to manage, steer and coordinate the work of a team composed of 30 motivated and committed colleagues.

Under the authority of the Director for Human Resource and the Director General for "Budget and Administration", the Head of Division holds the overall management responsibility for the activities of the Division. The main responsibilities are as follows:

- Plan and manage the Division's activities, including attribution of tasks and responsibilities.
- Manage the Division's staff; assign objectives and follow-up their actions and performances.
- Ensure that operational services are provided to the users with the highest quality and dedicated customer orientation
- Ensure that resources are used in the most efficient, rational and economical way possible.
- Liaise with the other EEAS and Commission services, Trade Unions and other relevant stakeholders on matters related to the field of competence of the Division
- Ensure the participation of the Division in relevant committees and working groups
- Advise hierarchy and staff on legal, administrative and financial issues related to Rights and Obligations policy development and implementation, in particular on Annex X of the Staff Regulations.
- Acting as Authorising Officer for the budget lines allocated to the Division by ensuring the sound financial management in accordance with the Financial Regulation and the relevant implementing rules and procedures.

## 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 national administrations 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 three years' proven, pertinent external relations experience - for staff from national diplomatic services this experience must have been gained from working in a national administration 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.
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 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.
5. Temporary Agents 2(e) must be able to finish the full duration of the posting (4 years) within the maximum duration of engagement in the EEAS of 8 years.
6. Member States candidates/Temporary Agents 2(e) must be able to return to active service in their Member State/home ministry when finishing the contract.

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 AD9–AD14**.

**EU staff members at AD 8** are eligible to apply if they have at least 2 years seniority at that grade.

### Selection Criteria

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

<sup>2</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101: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.

The ideal candidate should have:

- A good knowledge of the administrative, financial and budgetary procedures of the EEAS;
- A good understanding of the EEAS, of the internal and inter-institutional administrative procedures and of EU decision-making processes;
- Ability to think strategically and translate strategy into action;
- Management experience in leading and motivating team members in a multi-cultural environment;
- A very good organisational capacity and a talent for coordination including planning, fixing objectives and the flexibility to find solutions to unexpected and difficult problems;
- Negotiation skills and the ability to find pragmatic and constructive solutions in the interest of the Service;
- Excellent oral and written communication skills in order to communicate efficiently and fluently with internal and external stakeholders.
- Be service oriented with excellent listening capabilities;

Furthermore:

- Experience of working in an Embassy, an EU Delegation (or equivalent in an international organisation);
- Experience of working in a team in multi-disciplinary and multi-cultural environment;
- Experience of performing financial functions
- Legal and administrative background and experience
- Would be considered as an important asset.

#### **TYPE AND DURATION OF CONTRACT**

If the successful candidate is an **EU staff member** at AD9-AD14 s/he will be appointed according to Articles 29.1.(a)(i) and 98.1 of the SR at their existing grade. If the successful candidate is an EEAS staff member at AD8 s/he will be promoted to AD9 in accordance with Article 29.1.(a)(iii) of the SR.

If the successful candidate is from a national diplomatic service and subject to successfully undergoing a medical examination to ensure that s/he is physically fit to perform her/his duties, s/he will be offered a temporary contract under Article 2(e) of the CEOS. Such contracts may not exceed 4 years in duration; their expiry will as far as possible be aligned to the usual date of mobility at Headquarters (currently 31 August each year). The salary and conditions of appointment will be those laid down in the CEOS for temporary agents of AD12.

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.

The "Type of Post of the Person" will be "Head of Unit or equivalent".

All newly engaged temporary staff is required to complete successfully a probationary period of 9 months. A management probationary period of the same duration is also 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 PROCEDURE<sup>5</sup>

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

### 1. Application

Candidates may apply for this post published under the label "**2018-114 HQ (AD) Head of Division BA.HR.3**"

**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.

Applications may be made at any point during the period from **26 July 2018 to 14 September 2018 at 12h00 midday (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 procedures, please use the following email address:

[CCA-SECRETARIAT@eeas.europa.eu](mailto:CCA-SECRETARIAT@eeas.europa.eu)

### 2. Pre-selection

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<sup>5</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/26243>) and on the EEAS website ([http://eeas.europa.eu/data\\_protection/index\\_en.htm](http://eeas.europa.eu/data_protection/index_en.htm)).

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 Appointing Authority. He 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 the Assessment Centre.

#### **CONTACT :**

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