

Vacancy notice 2018/124 – HQ (AD)

EEAS Vacancy Notice Administrator

Administrator – Human Resources Officer – BA.HR.1

(EU Staff Members: AD5-12/ Candidates from Member States: AD07)

Job n. 246583

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.

Within the Directorate for Human Resources, the Division for Human Resources Policy (BA.HR.1) is responsible for the coordination and development of Human Resources (HR) policies allowing the EEAS to fulfil its institutional mandate and to achieve its political priorities. Most notably, the Division is in charge of the HR forward planning and determining the organisational strategy in advance in EEAS Headquarters and EU Delegations taking into account the need to reflect the political and operational priorities of the institution in its organisational structures. The Division also exercises horizontal functions within DG BA with regard to inter-institutional cooperation and social dialogue.

In particular:

1. **HR forward planning:** effective forward planning determining the organisational strategy in advance, planning and managing staff. More concretely, the allocation of posts, the correct implementation of the Establishment Plan and the organization charts in Delegations and Headquarters. The results of this are translated in SYSPER.
2. **HR organisational efficiency :** need to reflect the political and operational priorities of the EEAS in its organisational structures.
3. **Development of the Network of Delegations:** coordination of the administrative activities related to the opening and closures of Delegations; ensuring optimal organisation structure of delegations as well as adequate and relevant staffing of their administration and political sections.
4. **Heads of Delegation's mandates and inspection of Delegations:** coordination of the HoD's mandates and the administrative and HR follow-up to the Inspection reports.
5. **Social Dialogue:** coordination of relations with the Trade Unions and the Staff Committee on all administrative HR related issues.
6. **Coordination with the European Commission:** ensuring the Secretariat of EUDEL, the Committee responsible for coordinating resource/management related questions in delegations with the Commission; ensuring coordination in respect of the HR Service Level Agreement (SLA) with the Commission.
7. **Annual HR Report:** general coordination and development of the Annual Human Resources Report.
8. **Metrics and statistics:** preparation of monthly reports on human resources' statistics and provision of specific statistical data upon request.
9. **Sysper Helpdesk:** ensuring Sysper Helpdesk functions for EEAS staff.

We propose:

The position of the HR Policy Officer. The selected applicant will be in charge of processes requiring intra- and inter-institutional coordination with regards to the HR policies, post management, network of delegations, and administrative practices.

The successful candidate will be tasked with addressing cross-cutting issues in relation to the development of the network of delegations, incl. processes linked to the openings and closures of delegations, coordination of committees and working groups, as well as annual review of resources and scope of the network of delegations (the Annual Review Mechanism).

Elaboration of policies in the area of resources in delegations will require screening and data analysis, drafting of policy documents, reflection and background papers, and development of negotiating positions; managing consultations within EEAS, and with external actors incl. the Commission, will form part of the assignment.

Finally, general coordination of legal/admin processes linked to HR management, and coordination related to inspection reports and HoDs' mandates will be required.

We look for:

A versatile, flexible, proactive and highly motivated colleague with good knowledge of administrative questions, incl. staff regulations, sound analytical skills and with a highly developed sense of service. The successful candidate should have a good understanding of the activities of the EEAS and of the institutional arrangements and practice of the EU institutions and their human resources policies. She/he should have good oral and written communication skills as well as strong organisational skills and structured approach combined with attention to details. She/he should have a good sense of discretion and a good aptitude to deal with sensitive information.

Eligibility Criteria¹

In accordance with Article 98 of the Staff Regulations (SR) and in order to meet the needs of the service candidates must:

1. be officials of the EU Institutions, or 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 national diplomatic services of the Member States;
2. 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;
3. have at least 2 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:

4. be nationals of one of the EU Member States;
5. 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.³
6. have gained at least 6 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

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

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

³ 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.

Furthermore, in order to be eligible, **EU staff members** must be in one of the grades **AD5 to AD12** and have the Type of post of the person "ADMINISTRATOR" (AD5-AD7) or "PRINCIPAL ADMINISTRATOR" (AD8-AD12), or they must be AST officials who have successfully passed the certification procedure.

EEAS staff whose Type of Post of the Person is "Senior administrator in transition" (AD14) and "Principal administrator in transition" (AD13) can also show their interest for this job. If selected, she/he will be transferred in the interest of the service. This transfer in the interest of the service will not modify the Type of Post of the Person. Transfers in the interest of the service under Article 7 SR are only possible within the same Institution, therefore EU officials AD13 and AD14 from other Institutions are not eligible.

Applications from officials currently serving in a Delegation are, in principle, not eligible and may only be considered in the interest of the service or in case of career progression.

In the above paragraph, "career progression" includes AST staff members who have successfully completed the certification procedure and who are applying for their first AD post.

Competition EPSO laureates may express their interest for this job, provided that they meet the eligibility requirements set out at points 2 and 3 above. Their candidatures will be considered only in the event that no suitable candidate can be found among EEAS staff, EU officials or staff from diplomatic services of Member States. Should a competition laureate be selected for this job, she/he will be subject to the same obligations of mobility as other EEAS staff members.

SELECTION CRITERIA:

Candidates should:

- have knowledge and/or proven experience in human resources policy development;
- have an excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- have strong drafting, communication and analytical skills combined with sound judgement;
- have very strong organisational skills;
- have knowledge and/or proven experience in the practical application of human resources policies.

Furthermore:

- knowledge and/or proven experience in the legal framework for European civil service, in particularly the Staff Regulation and CEOS
- experience of working in an Embassy, a Delegation (or equivalent in an international organisation) and
- experience of working in a team in multi-disciplinary and multi-cultural environment

would be strong assets.

TYPE AND DURATION OF CONTRACT

If the successful candidate is an EU staff member, s/he will be appointed according to Articles 29.1.(a)(i) or (ii) and 98.1 of the Staff Regulations and according to the rules on grade set out above.

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; such contracts have a maximum duration of 4 years. The appointment will be at AD 7 level⁴.

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.

All newly engaged temporary staff members are required to complete successfully a probationary period of 9 months.

PLACE OF EMPLOYMENT

Brussels, Belgium

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.

Successful candidates will be required to act independently in the public interest and to make a declaration of any interests which might be considered prejudicial to their independence, as set out in the Staff Regulation and CEOS.

EQUAL OPPORTUNITIES

The External Action Service applies an equal opportunities policy.

APPLICATION AND SELECTION PROCEDURE⁵

Mobility is a fundamental part of EEAS human resources policies, and is required by the EEAS Council Decision. Candidates should be aware that, accordingly, it is not generally in the interests of the service for EEAS Staff Members to apply for jobs which are essentially the same or similar to their current post.

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

1. Application

Candidates may apply for one or more of the posts published in the context of this "2018/124 – HQ (AD) Publication – BA.HR.1 Division" exercise.

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>

⁴ The basic salaries offered by the EU institutions are set out in Article 66 of the Staff Regulations. The current level, set out in Regulation n° 423/2014 of the European Parliament and of the Council, can be accessed via the link <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014R0423&from=EN>

⁵ 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 EEAS zone (<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).

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 from **25 July 2018**. 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 **statement by their Ministry for Foreign Affairs** confirming their membership of a diplomatic service and the Ministry's support for the candidate's application for this post.

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 **25 July 2018 to 07/09/2018 at 12.00 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 procedure, please use the following email address:

EEAS-HQ-APPLICATIONS-AD@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 pre-selected 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.

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