

Special Envoy for Space/Head of Division – Space Task Force

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

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.

Job description:

The Special Envoy for Space/Head of the Space Task Force works under the direct authority of the EEAS Secretary General and reports to him/her directly. The Division is instrumental in the operational security chain of the European GNSS system Galileo, making sure the High Representative is in a position to fulfil her responsibility in case of threat to the Galileo system in line with the Council Decision 2014/496/CFSP. It is responsible of the Galileo Threat Response Architecture and of the good fulfilment of its missions. The Special Envoy/Head of Division provides analysis and policy recommendations on all issues related to space, and in particular space and security as well as space economic diplomacy, space negotiations in multilateral fora, and space bilateral dialogues. He/she is also in charge of the overall direction of the EU Satellite Centre, including tasking authority (in coordination with relevant CSDP structures), and represents the EEAS in the Global Navigation Satellite Systems Agency (GSA), the Committee on the Peaceful Uses of Outer Space (COPUOS), the European Space Agency (ESA) or any relevant space-related body. The EEAS Space Advisory Board is composed of high level external personalities and advises him/her.

We propose:

The position of **Special Envoy for Space/Head of the Space Task Force**.

Main responsibilities are to:

- Provide professional support and advice to the HR/VP and the EEAS management in the area of space policy and the development, monitoring and evaluation of related policies;
- Coordinate the overall programming and planning of EEAS activities in this area, in co-ordination with the EU institutions and Member States;
- Develop operational procedures and oversee the implementation of Council Decision 2014/496/CFSP relating to the threats related to the EU GNSS system;
- Provide operational direction of the EU Satellite Centre, in coordination with relevant CSDP structures;
- Coordinate and maintain close contacts with Commission services, with Member States, with several EU agencies (among which in particular the EU Satellite Centre, the European

GNSS Agency and the European Defence Agency) and with the European Space Agency, as well as with civil society, including think tanks and the space business community;

- Contribute in collaboration with Commission services to relations/negotiations with third States (US, Japan, etc) regarding space-related issues;
- Coordinate and contribute to the EEAS participation in ministerial, high-level and technical meetings with third parties (third States and international organisations) where space and related security matters are discussed; and represent the EEAS position/policy in meetings with other EU Institutions and bodies, Member States, third parties or the general public.
- Conduct outreach and communicate about relevant EU space policy to outside organisations and contacts;
- 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.

We look for:

Selection Criteria

The ideal candidate should have:

- Proven track record and professional experience in relation to EU space and security matters and a highly developed ability to establish and execute a strategy for the responsibilities described above;
- In-depth knowledge of the two main EU space programmes/systems, European GNSS and Copernicus, and of other EU space initiatives; as well as excellent understanding of CFSP/CSDP and other external relations' policies and challenges facing the EEAS, including risks and opportunities;
- Excellent inter-personal skills and proven ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- Documented management skills and diplomatic experience, including in EU institutions dealing with external relations, working with EU Delegations and/or Embassies of EU Member States;
- Strong drafting, communication and analytical skills combined with sound judgement;
- Excellent knowledge of external relations, internal policies and functioning of the Union;
- Fluent knowledge of English and French.

Furthermore:

- experience and/or knowledge of the HR's role in relation with the EU Satellite Centre;
- experience and/or knowledge of the elaboration of security operational procedures and operational scenarios;
- experience and/or knowledge of multilateral instruments regarding space security, safety and sustainability;
- ability to communicate technical and specialised information;

- experience of negotiations and/or former experience at the level of Ambassador/Special Envoy would be an asset.
- additional languages

would be strong assets.

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 national administrations 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;
4. have at least three years' proven, pertinent external relations experience - for staff from national administrations 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.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;
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. Member States candidates/Temporary Agents 2(e) must be able to return to active service in their Member States/home ministry when finishing the contract.

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 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 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, **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.

EEAS staff members at AD 8 are eligible to apply if they have at least 2 years seniority at that grade⁵.

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 administration 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 AD12⁶.

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 are 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.

⁵ This possibility is included in light of the up-coming changes to the Middle Management rules.

⁶ 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>

APPLICATION AND SELECTION PROCEDURE⁷

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

1. Application

Candidates may apply for this post published under the label "**2019-04 HQ (AD) Special Envoy for Space**".

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. Temporary Agents in the EEAS should apply as EU Staff Members. 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 and Temporary Agents will, in addition, have to upload a copy of their **passport/ID** and a **statement issued by their Ministry for Foreign Affairs** confirming their membership of a national administration.

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

The deadline for applications has been extended until **1 February 2019 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 procedures, please use the following email address:

CCA-SECRETARIAT@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

⁷ 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).

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.

The shortlisted candidates might be invited to the Assessment Centre.

CONTACT

TBC