

## **Vacancy notice 2019/08 HQ (AD)**

### **EEAS Vacancy Notice Administrator**

#### **Administrator - Policy Officer MD GLOBAL-6 "Multilateral Relations"**

**(EU Staff Members: AD5-12/ Candidates from Member States: AD7)**

**Job No. 152410**

#### **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.

In the Managing Directorate for Human Rights, Global and Multilateral issues, the Division "Multilateral Relations" deals with the EU's external relations with the United Nations and the Council of Europe. It works in close cooperation with EEAS departments, Member States, European Commission and the Council Secretariat.

#### **We propose:**

The Administrator / Policy Officer will work, under the supervision of the Head of Division Global-6 "Multilateral Relations" and in close cooperation with the other members of the team, on EU UN relations, including the area of migration. In particular, her/ his main responsibilities are expected to comprise, but not necessarily be limited to, the following:

- Analysis, policy development, political advice and follow-up with regard to EU-UN relations, including the area of multilateral processes on migration;
- following the position of a number of third countries at the UN, providing analysis and advice on the potential for cooperation with these countries, in close cooperation with EEAS geographic departments, Multilateral DELs and bilateral DELs as appropriate;
- assisting in the cooperation and coordination with other relevant stakeholders within the EU (European Commission services, General Secretariat of the Council, European Parliament, EU Member States);
- assisting with intra-EEAS coordination (both at HQ level but also between HQ and EU Delegations when deemed necessary) in close cooperation with the relevant geographic/CSDP desk officers;
- supporting the EEAS' work in relevant Council working groups;
- preparing input for policy papers, speeches and briefings for the High Representative Vice-President, EEAS hierarchy and the European Commission on the external dimension of EU UN relations;
- providing input to EEAS replies to relevant Inter-Service Consultations, European Parliament questions and other related correspondence addressed to the EEAS.

#### **We look for:**

A dynamic, proactive, highly motivated colleague with excellent analytical and organisational skills plus a service-oriented approach. The successful candidate should have a sound experience in public administration, understand the role of the European civil service and be autonomous in research and analysis.

The candidates should have the following experience and skills:

- Education and Training: University diploma, preferably in law, political science, economics or related domains.
- Knowledge and Experience: Experience of at least 3 years in the above mentioned areas at institutional level in relevant national administrations and/or international organisations.
- Linguistic skills: Linguistic skills: Thorough knowledge (capacity to write and speak) in English is required. French language would be an asset.
- Organisational skills: Capacity to work and deliver within time constraints is essential, notably in an international / multilingual environment. Capacity to coordinate within the team and beyond.
- Interpersonal skills: Teamwork, working with others within the team and beyond, replacing colleagues where necessary.
- Intellectual skills: Solid analytical capability, excellent drafting and reporting skills. Rapid grasp of complex issues. Capacity to identify problems and develop solutions.
- Personal Qualities: dynamic, proactive, highly motivated colleague with excellent analytical and organisational skills. Highly developed sense of service.

## SELECTION CRITERIA:

- Knowledge of European Union working procedures.
- Experience of EU-UN relations. Experience of working with the UN, either at HQ or in the field, would be an advantage.
- Responsible team player with good inter-personal skills.
- Ability to work in a multicultural environment.
- Clear communicator (writing and presenting efficiently) in English; good knowledge of other EU or UN languages would be an asset.
- Ideally, experience of working with UN, either at HQ or in the field.
- Knowledge of multilateral processes on migration would be an asset.

## Eligibility Criteria<sup>1</sup>

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)<sup>2</sup> 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 year's 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.<sup>3</sup>

<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>

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

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 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.

## **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 level<sup>4</sup>.

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.

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<sup>3</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.

<sup>4</sup> 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>

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 PROCEDURE<sup>5</sup>**

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 "2019/08 - HQ (AD) Publications – **Administrator – Policy Officer – GLOBAL.6**" 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>

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 **23 January 2019**. 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 **23 January 2019 to 08 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 procedure, please use the following email address:

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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 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](http://eeas.europa.eu/data_protection/rights/index_en.htm)).

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.

**CONTACT:**

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