


**VACANCY NOTICE 2019/15 DEL (AD) – EXTERNAL PUBLICATION**
**HEAD OF PRESS AND INFORMATION SECTION**
**OFFICIAL or TEMPORARY AGENT 2(e)**
**DEADLINE FOR APPLICATION: Tuesday, 12 February 2019 at 12h00, Brussels time**
**TAKE-UP DUTY DATE:** The day after the UK leaves the European Union, or as soon as possible thereafter.

**WE ARE**

The European Union currently has 140 delegations, eight of which are to international organisations. In all, nearly 1200 officials and about 4400 other staff are currently serving in these delegations.

The work of a Delegation varies from country to country but, in general, covers political matters, trade, press and information, aid management and the external aspects of internal EU policies.

The EU Delegations are placed under the authority of the High Representative of the Union for Foreign Affairs and Security Policy, who is also Vice President of the European Commission.

The key areas of activity of the Delegation will relate to political, foreign policy and security matters, trade, internal market (related to labour and citizens' rights), as well as external aspects of Union policies (research & innovation, education, climate change, energy, fisheries, etc.)

The European External Action Service (EEAS) is looking for an individual to fill the following post at the Delegation of the European Union in:

JOB ID N°	COUNTRY CITY	FUNCTION	LCA	POSTING DURATION	TEMPORARY AGENT 2(e) LEVEL POST <sup>1</sup>	OFFICIAL LEVEL POST
302101	United Kingdom, London	Head of Press and Information Section	0%	4 years	TA AD09	AD05-12

**WE PROPOSE**

Under the responsibility of the Head of Delegation the individual will assist the Head of Delegation in fulfilling his mandate, in particular, he/she will have the following tasks:

1. Manage and co-ordinate the activities of the Delegation's press and public diplomacy activities;
2. Promote the EU's positions and policies in the UK in the public context;
3. Develop, manage and implement the Delegation's media and public diplomacy strategy in the UK, including the oversight of relevant budgetary aspects (planning, reporting, programming);
4. In close cooperation and agreement with the Head of Delegation, interact with media as well as with relevant public diplomacy stakeholders on EU policies and positions (on and off the record, as agreed and appropriate);
5. Participation/intervention in public events/seminars on the EU;
6. Manage and coordinate relevant projects and programmes falling into the responsibility of the P&I section;
7. Co-ordination with UK administration counterparts in media and public diplomacy and with broader UK stakeholder community;
8. Maintenance of broad range of UK media and public diplomacy contacts;
9. Responsibility for media aspects of high level visits and meetings held in UK;
10. Provide advice and contribute to the definition of EU approach across the board on policies with high media impact;
11. Develop public diplomacy strategies to promote EU objectives and positions;
12. To ensure coordination with EU member states' embassies in his/her areas of responsibility;
13. To support incoming high level visits manage and participate in the outreach activities and representation of the Delegation;
14. Ensure timely and effective liaison with relevant services in EEAS Headquarters.

<sup>1</sup> The basic salaries offered by the EU institutions are set out in Article 66 of the Staff Regulations. The current level following the "2018 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: [EUR-Lex - 52018XC1214\(01\) - EN - EUR-Lex](#)

## ELIGIBILITY CRITERIA:

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 institutions of the EU, temporary staff to whom Article 2(e) of the CEOS applies or staff from diplomatic services of the Member States;
2. have the capacity to work in the languages of CFSP (EN and FR) and external relations necessary for the performance of their duties. Knowledge of other EU languages would also be an asset;
3. have proven, pertinent external relations experience. For staff from diplomatic services this experience must have been gained from working in a diplomatic service of one of the Member States;
4. be nationals of one of the EU Member States after the withdrawal of the United Kingdom from the EU;
5. Applications from competition laureates will only be considered in the event that no suitable candidate can be found among EEAS staff, EU officials or staff from diplomatic services of Member States.

## SPECIFIC ELIGIBILITY CRITERIA FOR EU OFFICIALS AND TEMPORARY STAFF TO WHOM ARTICLE 2(E) OF THE CEOS APPLIES ("EU STAFF MEMBERS")

1. Applications from EU staff members currently in post in a Delegation are not, in principle, eligible and will only be taken into consideration if they are on rotation in 2019 or in case of career progression<sup>2</sup>.
2. EU staff members currently in their second consecutive post in a Delegation are not eligible, and may apply only in case of career progression. A derogation from this rule may not lead to a consecutive period of service in Delegation of more than 12 years.
3. EU staff members currently in Headquarters who will have completed less than 2 years in Headquarters on the date foreseen for taking up duty are not, in principle, eligible and will only be taken into consideration in case of career progression.
4. TA2(e) staff members should also provide a statement by their Ministry of Foreign Affairs in support of their application for this post including the guarantee of reinstatement required by Article 6(11) of Council Decision 2010/427/EU.

"Career progression" applies to AST staff members who have successfully completed the certification procedure and who are applying for their first AD post.

## SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE MEMBER STATES

Also, in order to satisfy the requirements set out in Article 12 of the CEOS, Member State applicants must:

1. possess a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is at least three years.
2. have the required full-time professional experience (see table below 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.

Post at level: (MS Candidates) (EEAS Staff/Officials)	AD5	AD7	AD9	AD10	AD11	AD12
	AD5/12	AD5/12	AD5/12	AD5/12	AD5/12	AD5/12
External relations experience	≥ 1 year	≥ 2 years	≥ 3 years	≥ 3 years	≥ 3 years	≥ 3 years
Professional experience (MS candidates)	≥ 1 year	≥ 6 years	≥ 10 years	≥ 10 years	≥ 10 years	≥ 12 years

Candidates must indicate their level of education and professional experience on the application form.

## GRADING

For posts graded at **AD5-12**, EU staff members must be in one of the grades AD5 to AD12 and have the Type of Post of the Person "ADMINISTRATOR" (AD5-AD12) 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 express 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 are only possible within the same Institution (Article 7 of SR), therefore EU officials AD13 and AD14 from other Institutions are not eligible. In the event of a successful application, EU staff members will be appointed at their existing grade.

<sup>2</sup> If EU staff members apply for a post within the same Delegation on the basis of career progression, the total length of assignment will not be extended.

## SELECTION CRITERIA:

Candidates should have:

### General profile

1. Proven experience in working in a **Delegation or an Embassy** (or equivalent);
2. An excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
3. Proven experience in the field of communications outreach or public diplomacy;
4. An excellent capacity to create constructive working relations with national authorities, international organisations and EU Member States;
5. Strong drafting, communication and analytical skills combined with sound judgement;
6. Excellent knowledge of the EU's internal and external policies and instruments and functioning of the Union;
7. Experience and knowledge of CFSP and CSDP-related issues;
8. Knowledge of the key areas of the delegation's activities.

### Specific profile

1. Experience in relations with the press and public diplomacy activities, ideally in a diplomatic environment or similar context;
2. Excellent knowledge of the government communications function and a very good understanding of the political and communications environment in the UK;
3. Excellent knowledge of the functioning of the Union and of its interinstitutional framework in general; good knowledge of the European Commission;
4. Excellent knowledge of the EU's internal and external policies and instruments; proven knowledge of key EU policies (in particular trade and internal market issues);
5. Good knowledge of close models of relationship between the EU and other third countries would be a strong asset.
6. A good knowledge of the United Kingdom and be familiar with diplomatic functions abroad;
7. Fluency in English is required;
8. Furthermore, experience in leading and motivating teams and of working in multi-disciplinary and multi-cultural environment would be an asset.

## APPLICATION AND SELECTION PROCEDURE

### 1. Application procedure<sup>3</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.

Candidates must apply through the online *e-Application* system: [e-Application - Production](#)

To log on to the system, an EU LOGIN is required; external candidates can register to get one through the above link. A helpdesk facility is available by email at: [EEAS-IT-HELPPDESK@eeas.europa.eu](mailto:EEAS-IT-HELPPDESK@eeas.europa.eu)

During the on-line application procedure candidates will have to complete the application form, upload their **CV** (in English or French, preferably using the Europass format ([About Europass](#) | [Europass](#) or eCV from SYSPER for EU officials) as well as a **motivation letter** (maximum 2 pages) in either English or French. All candidates have the opportunity to follow the progress of their application through the on-line system.

Candidates from the diplomatic services of the Member States will, in addition, have to upload a copy of their passport/ID and a statement by their Ministry of Foreign Affairs confirming their membership of a diplomatic service and the Ministry's support for the candidate's application for this post as well as mentioning the guarantee of reinstatement required by Article 6(11) of Council Decision 2010/427/EU.

Applications may be made at any point **until Tuesday, 12 February 2019 at 12h00, Brussels time**. 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 with the EEAS Selection and Recruitment of Staff Division, please use this email address:

[EEAS-AD-NON-MANAGEMENT-DELEGATIONS@eeas.europa.eu](mailto:EEAS-AD-NON-MANAGEMENT-DELEGATIONS@eeas.europa.eu)

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<sup>3</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)).

## **2. Pre-selection**

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. The Panel will then 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.

The Selection Panel will recommend a shortlist of candidates for a final decision by the relevant Appointing Authority. The EEAS applies an equal opportunities policy.

## **CONDITIONS OF EMPLOYMENT**

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.

Successful candidates from the Member States will be required to make a declaration of their commitment to act independently in the public interest and a declaration of any interests which might be considered prejudicial to their independence.

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 four years. The exact end date of the contract will be aligned with the annual Internal Rotation Exercise.

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 reinstatement at the end of the period of service to the EEAS.

The newly engaged temporary staff is required to complete successfully a probationary period of 9 months.

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 well as possible security risks. The HR Department may ask for additional information from the applicant in this context.

It is in the interests of the service to ensure that staff members in the Delegations are able to complete full postings 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.

Successful candidates must undergo a medical examination to ensure that they are physically fit to perform their duties.

Candidates are deemed to be fully aware of the local living conditions, including information concerning the accommodation provided, before applying.

Candidates should also ensure that they are fully aware of the provisions of Annex X SR, as well as the relevant security provisions, especially with regard to the compulsory security clearance, and, if need be, any other security measures to be taken. The successful candidate will be required to undergo security vetting if (s)he does not already hold security clearance to an appropriate level (EU SECRET), in accordance with the relevant security provisions.

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