

**EEAS Vacancy Notice Administrator**

**Administrator – Policy Officer**

**SECDEFPOL.3 - Counter-terrorism Division**

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

**Job n. 302870**

**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.

The EEAS Counter-Terrorism Division has as mission to:

- coordinate counter-terrorism (CT) and counter violent extremism (CVE) cooperation with third countries and International Organisations
- develop and promote effective CT and CVE policies with third countries and International Organisations
- conduct CT political dialogues on behalf of the EU with third countries and International Organisations
- represent the EU in International and Global CT fora
- ensure close coordination on all these activities with the EU CT Coordinator, the Commission and Member States, including ensuring input to COTER and TWP
- coordinate the CT/Security experts network deployed in some EU Delegations, as part of our cooperation with the host third countries

**We propose:**

The position of a **Policy Officer**

The successful candidate will, under the authority of the Head of Division, contribute to:

Overall purpose:

- Strategic analysis and political advice with regard to external dimension of civilian aspects of EU Counter Terrorism/CVE policy including implementation of its various bilateral and multilateral components abroad;
- Providing strategic expertise to the EEAS in the field of Counter Terrorism/CVE, enhance internal/external security policy consistency and develop synergies in these domains working closely with relevant institutions, work on nexus of development and security;
- Assisting the development of orientations and programming guidance for Counter Terrorism activities under the Instrument contributing to Stability and Peace (IcSP). Ensure a coherent approach to Counter Terrorism issues in the entire programming cycle;
- Supporting the EEAS senior management on counter-terrorism/CVE issues, and to provide briefings as necessary for the political and senior management level;
- Supporting an accelerated implementation of the Council Conclusions on Counter Terrorism of 9 February 2015<sup>1</sup> including assisting in the development of Counter Terrorism action plans with Morocco, Tunisia, Algeria, Egypt, Jordan and Lebanon as outlined in the Council Conclusions in close coordination with the CT/Security Experts in

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<sup>1</sup> <http://www.consilium.europa.eu/en/press/press-releases/2015/02/150209-council-conclusions-counter-terrorism/>

- EU Delegations, EU Member States, the Counter Terrorism Coordinator, the European Commission

#### Functions and Duties:

- Prepare briefings on key Counter Terrorism issues in third countries especially related to security, rule of law and police and judicial cooperation. Contribute to the external aspects of EU policies on countering radicalisation and recruitment;
- Prepare programming documents in the field of Counter Terrorism issues in particular under the long term programme of the IcSP, in close coordination with other colleagues from the EEAS and from the Commission;
- Ensure good coordination with all participants in these various fields and in particular in the home and justice domains within the EU and its institutions (Commission services, Council bodies, European Parliament, EU Member States) and other actors (think tanks, civil society organisations);
- Prepare meetings in the Council structures (e.g. FAC, PSC, other Council working groups), in particular to ensure a comprehensive approach to identifying and responding to external threats and risk of conflicts in the field of terrorism, in line with the 2016 EU Global Strategy on Foreign and Security Policy and the 2015 EU Agenda on Security;
- Actively support in EEAS representation at COTER and other relevant Council working groups including ensuring timely information sharing with EU Member States in advance of meetings;

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

##### Eligibility Criteria<sup>2</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>3</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 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.<sup>4</sup>

<sup>2</sup> All the eligibility criteria must be met on the closing date for applications to this post.

<sup>3</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

<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.

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.

EPSO 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.

## **SELECTION CRITERIA**

Candidates should:

- have an excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- have an excellent capacity to create constructive working relations with national authorities, international organisations and EU Member States;
- have strong drafting, communication and analytical skills combined with sound judgement;
- have excellent knowledge of external relations, internal policies and functioning of the Union;
- have experience and knowledge of CFSP and CSDP related issues;

Furthermore:

- experience of working in an Embassy, a Delegation (or equivalent in an international organisation);
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience of negotiations, and
- Knowledge and/or proven experience in the field of Counterterrorism (CT) and Countering Violent Extremism (CVE)

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 level**<sup>5</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 (EU SECRET), 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 PROCEDURE**<sup>6</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 "2019/52 - HQ (AD) Publication – Policy officer –SECDEFPOL.3DIVISION" 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:

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<sup>5</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>

<sup>6</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)).

<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 **13 February 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 from **13 February 2019 to 08 March 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:

[EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu](mailto: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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