

**DEPUTY HEAD OF DELEGATION TO KENYA**  
**- EU Staff Members – AD 9-14 LEVEL POST**  
**- Candidates from the Member States – AD 12 LEVEL POST**

**WE ARE**

The European Union currently has 140 delegations, eight of which are to international organisations. In all, more than 1200 officials and 4100 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 European External Action Service (EEAS) is looking for an individual to fill the post of **Deputy Head of Delegation of the European Union to Kenya**, which will become soon vacant.

The Delegation is 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 Deputy Head of Delegation assists the Head of Delegation in the management of all staff (EEAS and Commission: 93 staff, of whom 13 officials) and financial resources (2019 administrative budget of approximately € 10 M, as well as management of development assistance, including under the European Development Fund).

**WE PROPOSE**

The Deputy Head of Delegation of the European Union to Kenya will provide advice and support to the Head of Delegation in all key areas and represent him in his absence. He/she will assist the Head of Delegation in carrying out the following tasks:

- To ensure efficient overall operation of the Delegation in Kenya and to ensure implementation and follow-up of key sectoral, thematic and horizontal tasks;
- To provide guidance and support to the administration section as well as on security issues;
- To ensure a well-functioning administration of the delegation, including sound contractual and financial management respecting relevant standards, instructions, rules and regulations within the framework of the sub-delegation of powers as authorising officer and on behalf/in substitution of the Head of Delegation;
- To oversee the preparation of the administrative budget with the Administrative Section and HOD;

- To have the signature of all procedures related to the implementation of the administrative budget; visa of reports on administrative expenditures (HOD signature);
- To act as authorising officer by sub-delegation for administrative expenditures.
- To co-ordinate the Delegation's work across all sections. This will involve, inter alia: monitoring of Kenya policies and positions; representing and defending EU positions; participation in ongoing bilateral negotiations; providing early warning of likely disputes, and participating in their handling on an ongoing basis; reporting;
- To represent the European Union, as appropriate, in Kenya and to ensure the implementation and a high degree of consistency between the different areas of the EU's external actions including environment, research and innovation, energy, climate change, migration, education and culture;
- To pursue the EU's policies and their local coherence in all areas, promote and protect the EU's interests and values, and to promote increased visibility of the EU by carrying out press, information and communication activities;
- To ensure bilateral relations, notably in the political, economic, commercial and cooperation fields, and to carry out and promote regular political dialogue;
- To coordinate the multilateral portfolio of the Delegation and to oversee the EU activities in the UN agencies based in Nairobi, working under the authority of the Head of Delegation and Permanent Representative to these UN agencies;
- To maintain contacts, exchange information and coordinate with Member States represented in Kenya in the implementation of EU policies and to report regularly to the Headquarters of the EEAS and the Commission as appropriate on all matters covered by his/her mandate and maintain relations with other EU institutions as well as any regional and international organisations in Kenya;
- To provide advice to the Headquarters of the EEAS and to the Commission as appropriate on policy issues and developments arising within the framework of EU-Kenya bilateral relations.

## **WE ARE LOOKING FOR:**

### **ELIGIBILITY CRITERIA<sup>1</sup>:**

#### **- GENERAL**

We look for candidates who (in accordance with Article 98 of the Staff Regulations (SR)<sup>2</sup> and in order to meet the needs of the service) **must**:

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<sup>1</sup> All eligibility criteria must be satisfied on the closing date for applications, except where specified otherwise.

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

1. be officials of the EU institutions, temporary staff to whom Article 2(e) of the Conditions of Employment of Other Servants (CEOS)<sup>2</sup> applies, or staff from 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 also be an asset;
3. have at least 3 years' experience of managing staff

(candidates must indicate in their CV's, at least for the minimum 3 years required: (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; candidates are invited to focus in their motivation letters also on their management and interpersonal skills and illustrate these with concrete examples); and

4. have at least 6 years 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.

**- 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 in a Delegation and who are not in rotation in 2019 are not, in principle, eligible and will only be taken into consideration in case of career progression.
2. EU staff members who have completed 2 consecutive postings to Delegations are not eligible, and may apply only in case of career progression. Derogation from this rule may not in principle lead to a consecutive period of service in Delegations of more than 12 years.
3. EU staff members currently in Headquarters who will have completed less than 2 years in Headquarters by the time of taking up duty are not, in principle, eligible, and will only be taken into consideration in case of career progression, and in the case of EU staff members falling within the category of Managers in Mobility.

The concept of "career progression" is designed to allow staff to develop within the organisation. Accordingly, in the above 3 paragraphs, it includes AD staff members who do not currently hold a middle management post and who are applying for a middle management post, as well as staff who already hold a management post and who are applying for a management post in a more senior category<sup>3</sup>.

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<sup>3</sup> It is in the interest of the service that EU staff members in a delegation and who wish to apply for a post on the basis of career progression should have spent at least 2 years on their current post when they take-up duty. Career progression is in principle not applicable inside the same Delegation.

4. EU staff members must be either<sup>4</sup>:

- AD09 to AD14;
- AD08 with at least 2 years seniority at that grade.

In the event of a successful application, EU staff members at AD09 to AD14 will be appointed at their existing grade. EEAS staff members at AD08 will be promoted to AD09.

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<sup>4</sup> Notwithstanding this criterion, and in order to ensure equality of treatment between candidates from the different statutory sources of EEAS recruitment, the Appointing Authority may, in exceptional and duly justified cases and solely in the interests of the service, decide to accept an application for a post from EU staff members whose grade would otherwise exceed the bracket specified for the post in question. Such decision may only be made within the limits contained in the EEAS establishment plan.

## **- SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE MEMBER STATES**

Candidates from the diplomatic services of Member States must (in order to satisfy the requirements set out in Article 12 of the CEOS and in order to meet the needs of the service):

1. be nationals of one of the EU Member States;
2. (i) possess a level of education which corresponds to completed university studies, attested by a diploma, when the normal period of university education is four years or more;

Or

- (ii) possess a level of education which corresponds to completed university studies, attested by a diploma, plus relevant professional experience of at least one year, when the normal period of university education is at least three years;
3. have at least 12 years full-time professional experience. This experience must have been gained after completing university studies of four years, or of three years plus one year relevant professional experience, as set out at point 2 above.

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

4. provide a statement issued by their Ministry of Foreign Affairs confirming their membership of a diplomatic service, and indicating the post applied for 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.

## **SELECTION CRITERIA**

### **General Profile**

The Deputy Head of Delegation of the European Union assists the Head of Delegation in carrying out his/her tasks as described above, provides advice and support to the Head of Delegation in all key areas and represents him/her in his/her absence. In particular, the Deputy Head of Delegation assists the Head of Delegation in the management of all staff and financial resources.

More specifically, the Deputy Head of Delegation:

- ensures efficient overall operation of the Delegation by co-ordinating the Delegation's work across all sections and ensure implementation and follow-up of key sectoral, thematic and horizontal tasks;
- provides guidance and support to the administration section as well as on security issues;

- ensures a well-functioning administration of the delegation, including sound contractual and financial management respecting relevant standards, instructions, rules and regulations within the framework of the sub-delegation of powers as authorising officer and on behalf/in substitution of the Head of Delegation;
- oversees the preparation of the administrative budget with the Administrative Section and HOD;
- has the signature of all procedures related to the implementation of the administrative budget; visa of reports on administrative expenditures (HOD signature);
- acts as authorising officer by sub-delegation for administrative expenditures.

### **Specific profile**

- have excellent knowledge of the **functioning of the Union** and of its interinstitutional framework in general;
- have excellent knowledge of the **EU's internal and external policies and instruments**, in particular proven experience in and in-depth knowledge of **CFSP and CSDP-related issues**;
- have experience in management of **development aid** and knowledge of the Aid Effectiveness agenda;
- experience in managing crisis situations.

### **Regional and multilateral expertise/languages**

Furthermore, a good knowledge of the region as a whole, as well as of multilateral issues in the area of environment, would be a strong asset.

### **POSTING POLICY**

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.

As a matter of policy, applications of individuals who have dual nationality of the host country or whose partner 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.

A posting in an EU Delegation is normally for 4 years (except where the post is advertised with a shorter duration). 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 Appointing Authority will ensure on a case-by-case basis, in the light of the SR and CEOS, that the successful candidates will indeed be able to complete the relevant full posting for the post for which they have been selected.

## **APPLICATION AND SELECTION PROCEDURE**

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

1. Application procedure<sup>5</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 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 above link. 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, preferably using the Europass model CV obtainable at <http://europass.cedefop.europa.eu>). Candidates from the diplomatic services of the Member States will, in addition, have to upload a copy of their passport/ID and a recent statement by their Ministry for Foreign Affairs (issued within the past 6 months) confirming their membership of a diplomatic service<sup>6</sup> and indicating in this statement the title of the post they are applying to (an example of statement is attached to this vacancy).

All candidates will have the opportunity to follow the progress of their application through 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: [CCA-SECRETARIAT@eeas.europa.eu](mailto:CCA-SECRETARIAT@eeas.europa.eu)

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

<sup>6</sup> In this context, it is recalled that Article 6(11) of Council Decision 427/2010 requires that "in accordance with the applicable provisions of its national law, each Member State shall provide its officials who have become temporary agents in the EEAS with a guarantee of re-instatement at the end of the period of service to the EEAS".

**The closing date for applications is 22 March 2019 at 12.00 hours (local time Brussels).**

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 and will produce a shortlist of a limited number of eligible candidates who in its opinion 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 vacancy notice. For candidates who have applied for several posts and are short-listed for more than one post, interviews may be grouped together and cover several posts at the same time.

The selection panel will recommend a shortlist of candidates to the High Representative, who will make the final selection.

The EEAS applies an equal opportunities policy.

If the interest of the service so requires, a selection procedure can be terminated at any stage and the post be filled by a transfer in accordance with Article 7 of the SR.

## **CONDITIONS OF EMPLOYMENT AND RECRUITMENT**

The relevant provisions of the SR and CEOS apply to an appointment on the basis of this vacancy notice.

In particular, the successful candidates will be employed by the EEAS on one of the following bases:

Either

- EU **staff members** will be appointed for four years;

or

- Candidates from the **Member States** will be offered a temporary contract under Article 2(e) of the CEOS. Such contracts will be for a four years' duration. The exact length of the contract will depend on the actual contract start date as their expiry will as far as possible be aligned to the usual date of rotation of posts in the Delegations (currently 31 August each year). The salary and conditions of appointment will be those laid down in the CEOS for temporary agents of the relevant grade (depending on the post), completed by



the provisions of Annex X SR applicable to temporary agents posted outside the EU.

All newly engaged temporary staff is required to complete successfully a probationary period of 9 months. A management probationary period of the same duration is also required.

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

The basic salaries offered by the EU institutions are set out in Article 66 SR. The current level, set out in Regulation 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>.

The salary and conditions of appointment will be those laid down in the CEOS for temporary agents of the relevant grade (depending on the post), completed by the provisions of Annex X SR applicable to temporary agents posted outside the EU.

Candidates are deemed to be fully aware of the local living conditions, including information concerning the accommodation provided, before applying. Individual post reports are available from EEAS.BA.HR.3, Rights and Obligations ([Rights-and-Obligations@eeas.europa.eu](mailto:Rights-and-Obligations@eeas.europa.eu)). Candidates must be able to work in a different socio-cultural environment and to adapt quickly to evolving situations.

Candidates should also ensure that they are fully aware of the provisions of Annex X of the SR, as well as the relevant security provisions, especially with regard to security clearance, and, if need be, any other security measures to be taken such as the HEAT training compulsory before taking up duty in the most difficult places of posting. The list of posts where HEAT training is compulsory can be obtained by email from [BA-IBS-2@eeas.europa.eu](mailto:BA-IBS-2@eeas.europa.eu) or, for EEAS Staff, on EEAS Zone under "Security culture – Security training".

Candidates should be aware of the specific provisions for residence where they shall reside. All residences are provided by the Institution under Article 5 of Annex X to the SR. The residence of the Head of Delegation has a double function; it is the venue foreseen for the official representation under the terms of the Vienna Convention; it is also the private home of the Head of Delegation and her/his family. Residences are normally kept for long periods of time, hence there should be no change of residence when Heads of Delegation change.

## **PLACE OF EMPLOYMENT**

KENYA; Nairobi

## **JOB AVAILABLE FROM**

April 2019