

Vacancy notice 2019/111– HQ (AD)

EEAS Vacancy Notice Administrator

Intelligence Analyst (Counter Proliferation) – INTCEN.1

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

Job n. 313465

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 EU Intelligence and Situation Centre (EU INTCEN) is the civilian intelligence function of the EU. Its mission is to provide on time intelligence analyses, early warning and situational awareness in the fields of the Common Foreign and Security Policy (CFSP), the Common Security and Defence Policy (CSDP) and Counter Terrorism/Hybrid Threats. The EU INTCEN does this by monitoring and assessing international events, focusing particularly on sensitive geographical areas, terrorism and the proliferation of weapons of mass destruction and other global threats. Its analytical products are based on intelligence provided by EU Member States' intelligence and security services as well as open sources and satellite imagery from SatCen.

Being directly allocated to the High Representative, the EU INTCEN offers its services to the EEAS, as well as to the various EU decision making bodies and the Member States.

We propose:

The position of Intelligence Analyst (specialist on Counter Proliferation, who will be responsible for contributing to and coordinating the analysis within the EU INTCEN (EU Intelligence and Situation Centre) on Counter Proliferation issues more specifically for CONOP and PSC.

S/He will, in close cooperation with relevant entities of the EU INTCEN and the Intelligence Directorate of the EUMS, under the authority of the Head of Division,

Intelligence analysis and expertise

- Provide strategic expertise and intelligence analysis to EU INTCEN management and key customers with regard to proliferation issues on ballistic, WMD and CBRN (chemical, biological, radiological, nuclear and explosive materials) related topics.
- Provide support and coordination to the production of analysis related to Counter Proliferation issues within the Analysis Division.
- Prepare briefing material for the hierarchy within the area of responsibility, contribute to relevant inter-service consultations.

Inter-institutional relations

- Maintain excellent working relations with relevant EU bodies such as CONOP, SECDEFPOL, JRC and EEAS sanctions team, as well as those of EU Member States with a view to ensuring an adequate exchange of information.
- Represent the EU INTCEN whenever needed in external and internal events related to the area of responsibility.

We look for:

Eligibility Criteria¹

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)² applies or staff from a national administration 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 administration 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:

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.³
6. have gained at least 6 full 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.
7. Member States candidates/Temporary Agents 2(e) must be able to return to active service in their Member State/home ministry when finishing the contract, and must be able to finish the full duration of the posting (in principle 4 years) within the maximum duration of engagement in the EEAS, as foreseen in the Council Decision of 26 July 2010 (2010/427/EU).

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.

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 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.

Official staff members currently serving in a Delegation who are not in rotation 2019 are not eligible, except in the 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 EPSO 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 national administration 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 a solid knowledge of Counter Proliferation issues, especially on ballistic systems, WMD and CBRN,
- have strong drafting, communication and analytical skills combined with sound judgement, preferably drawing on experience in intelligence analysis;
- have a proven capacity for strategic thinking;
- have an excellent ability to maintain professional 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 good knowledge of external relations and functioning of the Union;
- have knowledge of CFSP and CSDP-related issues.

Furthermore:

- having knowledge of AIEA, OPCW, sanctions, CONOP and Arms Control environment;
- experience of working in an Embassy, a Delegation or in an international organisation;
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience of working with intelligence and security services,

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 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 level⁴.

⁴ 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>

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

Ideally the successful candidate will be in possession of a valid security clearance to an appropriate level (EU Secret). If (s)he doesn't hold it, (s)he will be required to undergo a security vetting, 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 PROCEDURE⁵

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 "2019/111 - HQ (AD) –Intelligence Analyst (Counter Proliferation) – INTCEM.1 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 **25 June 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.

⁵ 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).

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** confirming their membership of a national administration 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 **25/06/2019 to 30/08/2019 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

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: Mr François FISCHER, Head of Division

Tel: +32 (0) 2 584 35 37

Email: Francois.Fischer@eeas.europa.eu