

2019-186 HQ (AD) Director Security and Defence Policy

EEAS Vacancy Notice **Director, Security and Defence Policy** **EU Staff Members - AD 14-15 Level Type of post** **Candidates from the Member States – AD 14 Level post**

We are:

The European External Action Service (EEAS) supports the work of the High Representative of the Union for Foreign Affairs and Security Policy in defining and implementing an effective and coherent Union 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 the European Commission.

We propose:

The position of Director "Security and Defence Policy".

Working under the direct authority of the Managing Director for Common Security and Defence Policy (CSDP) and Crisis Response, the Director will be responsible for overseeing the Directorate responsible for Security and Defence Policy.

The Director will have under his/her authority four services: the Security and Defence Policy Division; the Partnerships and Agreements Division; the Counter Terrorism Division; and the Division for Disarmament, Non-proliferation and Arms Export Control. The directorate is responsible for developing the EEAS' overall policy to address external security threats and support efforts to implement the EU Global Strategy in the area of security and defence. This includes work on strategic issues and policy areas, such as cyber security, hybrid threats, maritime security, as well as policy initiatives aimed at deepening defence cooperation

She or he will:

- Enable strategic forward-looking policy development in the broader area of security and defence.
- Enhance EEAS capability and expertise to develop and implement policy towards international security challenges.
- Contribute to strategic conception, development and implementation of security and defence policies and initiatives, also in the context of the implementation of the EU Global Strategy in area of security and defence, and provide professional support and advice to the HRVP and the EEAS management on these policies.
- Ensure the development and effective implementation of initiatives aimed at enhancing both civilian and defence capability development, including in the context of the civilian CSDP Compact and Permanent Structured Cooperation (PESCO)
- Supervise the work of the EEAS on non-proliferation, and disarmament issues including the work of the special envoy.
- Guide work on international cooperation in the fight against terrorism.

- Ensure effective co-ordination between the concerned departments in Headquarters as well as with the Union Delegations, maintaining high-level communication with key stakeholders, in particular in the Member States and the Commission.
- Work with international partners and multilateral organisations, (including the UN, NATO, the OSCE and others) and civil society actors.

The type of post is graded at AD 14-15 level. The post involves extensive travel.

We look for:

Selection criteria:

Applicants who:

- Have an established track record of leading a large department/directorate in an international/multilateral context, with the capacity to lead and inspire, including in high-pressure situations, and solid managerial and decision-making abilities
- Have an extensive, proven experience and knowledge of CSDP/security and defence policy matters
- Have an established track record of leading international organisations in an international context or in a diplomatic service;
- have an excellent capacity to play a lead role in negotiations in the fields of public administration and external relations, with Member States, other EU institutions, third states and international organisations;
- have an excellent knowledge of external relations, internal policies and the functioning of the Union, as well as of CFSP -related issues;
- have an established track record in managing human and financial resources at a senior level.
- have the ability to create and maintain a strong network of contacts with internal and external stakeholders (Member States, other EU institutions (including in particular the European Commission and the European Parliament), third countries, international organisations and NGOs;
- have a strong capacity for strategic thinking, developing policy concepts and prioritising, combined with the ability to formulate effective strategies to communicate those policies; and
- have strong communication and analytical skills combined with sound judgment.

Eligibility Criteria:

In accordance with Articles 29(1) and 98 of the Staff Regulations (SR)¹ and in order to meet the needs of the service, candidates **must**:

1. be officials of the institutions of the European Union, or temporary staff to whom Article 2(e) of the Conditions of the Employment of Other Servants of the European Union (CEOS)¹ applies, or staff from the 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 proven, pertinent external relations experience of at least 10 years – for staff from diplomatic services this experience must have been gained from working in the diplomatic service of one of the Member States;
4. have management experience of at least 7 years at senior level, commensurate with the responsibilities of the post².

Furthermore, EU officials in active service at the moment of the application cannot request to be recruited as Temporary Staff to whom Article 2(e) of the CEOS applies, i.e. staff seconded from national diplomatic services of the Member States.

In order to satisfy the requirements set out in Article 12 of the Conditions of the Employment of Other Servants of the European Communities (CEOS)¹, **Member State applicants** must also:

1. be a national of one of the EU Member States;
2. 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 appropriate professional experience of at least one year when the normal period of university education is at least three years.³
3. have gained at least 15 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; and
4. be senior officials in the diplomatic service of one of the EU Member States.
5. 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.

¹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

² In their CVs applicants should indicate management experience in terms of: (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.

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.

Furthermore **EU staff members** (i.e. EU officials and temporary staff to whom Article 2(e) of the CEOS applies) must be either:

- AD14 or AD15 and occupying a post at the level of Director or equivalent function, or;
- AD14 and occupying or having occupied a middle management post for at least 2 years, or;
- AD13 and occupying or having occupied a middle management post for at least 2 years, with at least 2 years seniority at AD13.

APPOINTMENT OF EU STAFF MEMBERS

In the event of a successful application, EU staff members at AD14 or AD15 will be appointed at the same grade while EU staff members at AD13 will be promoted to AD14, all under Article 29(1) (a) point (i) or (iii), and Article 98.1 of the Staff Regulations.

TYPE AND DURATION OF CONTRACT FOR NEW TEMPORARY AGENTS

If the successful candidate is from a national diplomatic service and subject to successfully undergoing a medical examination to ensure that she or he is physically fit to perform her or his duties, she or he will be offered a temporary contract under Article 2(e) of the CEOS. Such contracts may not exceed 4 years in duration; their expiry will as far as possible be aligned to the usual date of mobility at Headquarters (currently 31 August each year). The salary and conditions of appointment will be those laid down in the CEOS for temporary agents of AD14.

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 is required to complete successfully a probationary period of 9 months. A management probationary period is also required.

SPECIFIC CONDITIONS OF EMPLOYMENT

The successful candidate will be required to undergo security vetting if she or he does not already hold security clearance to an appropriate level, in accordance with the relevant security provisions.

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.

EQUAL OPPORTUNITIES

The European External Action Service applies an equal opportunities policy.

PROCEDURE⁴

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

1. Application

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. 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 **recent statement by their Ministry for Foreign Affairs (issued within the past 6 months)** confirming their membership of a diplomatic service.

All candidates will have the opportunity to follow the progress of their application through the on-line system.

The deadline for applications is **Friday 25 October 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 procedures, please use the following email address: cca-secretariat@eeas.europa.eu.

2. Pre-selection

The pre-selection will be done by a panel (the Consultative Committee on Appointments) 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 shortlisted will be invited for an interview so that the selection panel (the Consultative Committee on Appointments) can evaluate them objectively and impartially on the basis of their qualifications, professional experience and linguistic skills, as

⁴ 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).

listed in the present vacancy notice. The selection panel will recommend a shortlist of candidates to the High Representative, who will make the final selection.

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.

Shortlisted candidates might be invited to the Assessment Centre.

PLACE OF EMPLOYMENT

Brussels (Belgium)

JOB AVAILABLE

The post is available from **1 September 2019**

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