

## **Vacancy notice 2019/196– HQ (AD)**

### **EEAS Vacancy Notice Administrator**

#### **Administrator- Desk Officer Tunisia – MENA.3**

**(EU Staff Members: AD5-12/ Candidates from national diplomatic services: AD07)**

**Job n. 152581**

#### **We are:**

The European Union is currently present in 142 countries and also has 8 delegations to international organisations. In all, more than 1200 officials and 4100 other staff are currently serving in these delegations.

The European External Action Service (EEAS) supports the High Representative in the exercise of his/her mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), of representing the EU and of chairing the Foreign Affairs Council. It also supports the High Representative in his/her capacity as Vice-President of the Commission with regard to his/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 the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

We are a dynamic and inspiring Division of 15 people responsible for the management of the relations with Maghreb (Morocco, Algeria, Tunisia and Libya, matters relating to Western Sahara as well as regional cooperation within the Maghreb and under the Union for the Mediterranean). We monitor political developments in the region, carry out policy analysis and formulate new policy initiatives. We coordinate the implementation of the Association Agreements with the countries concerned and ensure the coherence of policies and instruments, coordinating with the other European institutions as well as with international partners and international organisations. In liaison with the Commission and the EU Delegations, we contribute to multiannual programming of development cooperation with the Maghreb countries.

#### **We propose:**

The position of Desk officer TUNISIA: Administrator - AD5-AD12. Candidates from national diplomatic services: AD07.

Under the authority of the Head of Division and Deputy Head of Division, the new desk officer will work on Tunisia within a team of two desks (co-desk) and has to be ready to contribute to other horizontal tasks in the area of multiannual programming (exercise post 2020) and organisation of regional conferences. A post in the Division therefore offers the motivated official, who is willing to make the required degree of personal investment, the opportunity to develop a large variety of knowledges and skills within a demanding but intellectually rewarding environment.

#### **Key job components:**

- Monitoring and analysis of political, security and economic developments, including developments in relations with other countries in the MENA region and globally. Relations with the Mediterranean countries, Maghreb, Sahel and other African countries, as well as Gulf countries are of particular importance;
- Contributing to policy formulation on the political relations with the partner countries in all areas, including foreign and security policy; prepare high/senior level meetings and parliamentary contacts;
- Contributing to the implementation of the Association Agreement and the European Neighbourhood Policy towards Tunisia and when necessary other countries of the region;

- Contributing to the multi annual programming post 2020 and to the identification of cooperation under other European instruments, exploring the development of new areas of cooperation;
- Coordinating with other EEAS departments and with Commission, Council, and European Parliament;
- Establishing a network of contacts with the national authorities, diplomatic missions, international organisations, non-governmental actors and economic representatives;
- Contributing to the daily functioning of the Maghreb division, including preparing correspondence, draft replies to parliamentary questions, briefings for senior management and the political level, participation in staff meetings;
- Have the main responsibility in the organisation of a Regional Conference in 2020 on the 25th anniversary of the Barcelona declaration and contribute to the orientation of the political and technical policy agenda within the Union for the Mediterranean where the EEAS holds the co-presidency.

The position is challenging and varied, involves numerous contacts internally with other EU institutions and with external counterparts and requires sense of initiative and genuine team work spirit. The work is fast-paced within a politically complex environment, both internally within the EU and externally, and may include crisis-response situations. The position will involve periodic missions to the region.

#### **Legal basis:**

The vacancy is to be filled in in accordance with the following articles of the Staff regulations<sup>1</sup> (SR): Article 29(1)(a) SR and Article 98 SR; Article 29(1)(b) SR ; Article 29(1)(c) SR

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

##### Eligibility Criteria<sup>2</sup>

Further to the conditions set out in Article 28 SR and 12 CEOS, candidates must:

1. be nationals of one of the EU Member States;
2. be a permanent official of the Union, or a temporary agent to whom Article 2(e) CEOS applies, or staff from a national diplomatic service of a Member State, or a laureate of an EPSO competition who is on a valid reserve list established in accordance with Article 30 SR. Applications from laureates will be considered only in the event that no suitable candidate can be found among candidates covered by Article 29(1)(a) and Article 98 SR or article 29(1)(b) SR.
3. have the capacity to work in languages of the CFSP and external relations necessary for the performance of their duties. Knowledge of other EU languages would be an asset;
4. have at least 2 years' proven, pertinent experience in external relations;
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>3</sup>.

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<sup>1</sup> Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference, see

<https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

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

<sup>3</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-years diploma or after obtaining the three-years diploma and the one year relevant professional experience
7. candidates from national diplomatic services and current temporary agents according to Article 2(e) CEOS must be able to return to active service in their Member State after the end of their period of service to EEAS. Furthermore, they must be in a position to serve during the full duration of their assignment within the maximum duration of engagement in the EEAS, as foreseen in Article 50b(2) SR and the Council Decision of 26 July 2010 (2010/427/EU).

#### Clarifications:

- The present vacancy is classified as according to section A of Annex I SR as a post of Administrator. Candidates who are EU officials in the function group AD must therefore occupy at the moment of the application (or have occupied as the last post before their change in administrative status<sup>4</sup>) a post of "Administrator" grades AD5-AD12 or be an EU official in the function group AST who is on the list drawn up according to Article 45a (c) SR ("certification procedure").
- Officials assigned according to Article 30 of the annex XIII SR to the type of post "Senior Administrator in transition" (AD14) or "Administrator in transition" (AD13) can apply for posts which correspond to the type of post of Administrator. 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 an application for a higher type of post ("career progression"). This is due to the need to ensure sound financial management of the limited financial resources, given the fact that the assignment of a staff member to a Delegation has important budgetary and business continuity implications.
- "Career progression" refers to applications of for a higher type of post according to Annex I SR. In this case it refers to EU officials in the function group AST who are on the list drawn up according to Article 45a(c) SR ("certification procedure") and apply for their first AD post.
- In order to be considered as a candidate from national diplomatic service in the sense of Article 98 SR, such candidates shall provide at the moment of their application a certificate from their national diplomatic service which will clearly state that they are staff from national diplomatic service, as well as a guarantee of "immediate reinstatement at the end of their period of service to the EEAS" in accordance with Article 50b(2) CEOS.

#### **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 high motivation, resilience, flexibility and good interpersonal skills and willingness to work in good team spirit while remaining able to work independently;
- have good organisation capacity, strong sense of initiative and ability to work under strict deadlines;
- have knowledge and/or proven experience in the key areas of programming and project management.
- have excellent knowledge of written and spoken French.

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<sup>4</sup> In accordance with Article 35 SR

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,
- experience and knowledge of CFSP and CSDP-related issues as well as crisis response;
- Knowledge of Arabic

would be strong assets.

## **TYPE AND DURATION OF CONTRACT FOR CANDIDATES FROM NATIONAL DIPLOMATIC SERVICES**

In accordance with Article 50b SR, if the successful candidate is from a national diplomatic service, she or he will be offered a contract as temporary agent under Article 2(e) CEOS at the level AD 7<sup>5</sup> for a maximum period of four years which can be renewed for a maximum period of four years.

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 she or he does not already hold security clearance to an appropriate level, in accordance with the relevant security provisions.

Successful candidates will be required to act independently in the interest of the Union 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>**

High degree of 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.

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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, can be accessed via the link:

[https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52018XC1214\(01\)&from=EN](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52018XC1214(01)&from=EN)

<sup>6</sup> Your personal data will be processed in accordance with Regulation (EC) 2018/1725. The privacy statement is available on EEAS webpage: [http://eeas.europa.eu/data\\_protection/rights/index\\_en.htm](http://eeas.europa.eu/data_protection/rights/index_en.htm)

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

1. Application

Candidates may apply to the posts of **"2019/196– HQ (AD) – Desk Officer Tunisia – MENA.3"**.

**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 **07/11/2019**. 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 are invited to use the "Europass" CV format (<https://europass.cedefop.europa.eu/documents/curriculum-vitae>) for their applications.

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.

Applications may be made at any point during the period from **07/11/2019 to 28/11/2019 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. The Appointing Authority 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 re-assignment.

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