

EEAS vacancy Notice

DEPUTY HEAD OF DELEGATION – Permanent Representative to the OSCE
EU staff members – Head of Unit or equivalent: AD 09-14 LEVEL POST
Candidates from Member States – AD 12 LEVEL POST

WE ARE

The European Union currently has 142 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 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.

EU Delegations are 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 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 key areas of activity of the Delegation will relate to political, foreign policy and security matters, trade, internal market (incl. labour related), as well as external aspects of Union policies (research & innovation, education, climate change, energy, fisheries, etc.)

WE PROPOSE

The position of Deputy Head of Delegation of the European Union to the International Organisations in Vienna/Permanent Representative to the OSCE: Type of post of Head of Unit or equivalent: AD9-AD14.

Candidates from national diplomatic services: AD12.

The posting will, in principle, be for a four years' duration.

The Deputy Head of Delegation of the European Union assists the Head of Delegation in carrying out his/her tasks, 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:

- acts as EU Permanent Representative to the OSCE;
- 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.

LEGAL BASIS

The vacancy is to be filled in accordance with the following articles of the Staff regulations¹ (SR): Article 29(1)(a) SR and Article 98 SR; and Article 29(1)(b) SR

WE ARE LOOKING FOR

ELIGIBILITY CRITERIA²

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 officials of the EU institutions, temporary staff to whom Article 2(e) of the Conditions of Employment of Other Servants (CEOS) applies, or staff from diplomatic services of the Member States;
3. 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;
4. 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

¹ 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>

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

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

5. have at least 10 years proven, pertinent experience in external relations - 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. EU officials and current Temporary Agents 2(e) must be either AD09-14 or AD08 and with at least 2 years' seniority at that grade³. In the event of a successful application, EU officials and current Temporary Agents 2(e) at AD09-14 will be appointed at their current grade. Candidates at AD08 will be promoted to AD09.
2. Applications from officials currently serving in a Delegation who are not in rotation 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 according to Annex I SR ("career progression"⁴). 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.
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 or in the case of EU staff members falling within the category of Managers in Mobility.
4. Candidates who at the moment of the application are EU officials, independently of their administrative status, 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.

³ 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.

⁴ "Career progression" refers to applications of for a higher type of post according to Annex I SR. It is designed to allow staff to develop within the organisation. In this case it refers to AD8 staff members with at least 2 years of seniority at that grade who do not currently hold a middle management post and who are applying for a middle management post. 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.

SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM DIPLOMATIC SERVICES OF THE MEMBER STATES

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

1. (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;

2. 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.
3. 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. The candidate shall provide a statement issued by her or his 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.
4. Furthermore, candidates from national diplomatic services and current temporary agents according to Article 2(e) CEOS 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).

SELECTION CRITERIA

Candidates should have:

General Profile

- proven experience in working in a **Delegation or an Embassy** (or equivalent in an international organisation);

- **multi-disciplinary expertise:** have proven experience in and in-depth knowledge of the key areas of activity of the Delegation;

- proven experience in **networking and representation in an international and multicultural environment:** have an excellent ability to maintain diplomatic relations at a senior level and to ensure representation, communication and management in a complex, multicultural environment; and have an excellent capacity to play a lead role in negotiations in the field of external relations with national authorities, international organisations and Member States;

- have proven experience in **leading and motivating teams**, particularly in a multi-disciplinary and multi-cultural environment; have solid managerial abilities;
- have good knowledge and/or experience in **budgetary and financial management**;
- have **strong communication and analytical skills** combined with **sound judgement**;

Specific profile

- Excellent knowledge of the **functioning of the Union** and of its interinstitutional framework in general; good knowledge of the European External Action Service and of the European Commission;
- Excellent knowledge of the **EU's internal and external policies and instruments**; proven knowledge of key EU policies (in particular trade and internal market issues);
- Experience in relations with the press and public diplomacy activities;
- Experience and knowledge of OSCE and OSCE-related issues;

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.

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.

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

EQUAL OPPORTUNITIES

The External Action Service applies an equal opportunities policy.

APPLICATION AND SELECTION PROCEDURE

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

1. Application procedure⁵

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.

Equally, candidates are deemed to be fully aware of the local living conditions before applying.

Candidates can exclusively 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 national diplomatic services must clearly indicate their level of education and professional experience on the application form.

Candidates from 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 service⁶ 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

⁵ 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

⁶ 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 to this position is 9 December 2019 at 12.00 hours (local time Brussels).

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.

CONDITIONS OF EMPLOYMENT AND RECRUITMENT

In accordance with Article 50b CEOS, 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 12 for a maximum period of four years, which can be renewed for a maximum period of four years. To note that the exact length of the contract may 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).

All newly engaged temporary staff members are 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 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. All posts in an EU Delegation require a Personal Security Clearance (EU SECRET).

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.

The salary and conditions of appointment will be those laid down in SR or the CEOS for the relevant grade⁷.

⁷ 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:

PLACE OF EMPLOYMENT

Vienna, Austria

JOB AVAILABLE FROM

As soon as possible.

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