

Vacancy notice 2019/218– HQ (AD)

EEAS Vacancy Notice Administrator

Deputy Head of Division – SG.AFFGEN.2 Division

(EU Staff Members: AD5-12/ Candidates from Member States: AD09)

Job n. 179303

We are:

The European Union currently has 142 delegations, 8 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.

Within the EEAS' mission to promote the EU's role as a global actor, the **Parliamentary Affairs Division (SG.AFFGEN.2)** offers professional support, analysis and advice to the HRVP and the EEAS management on all institutional or policy-issues concerning **the relations between the EEAS and the European Parliament**. The Team reaches out towards EP administration and Members, works closely with the Cabinet of the HR/VP and senior members of the EEAS management, attends and reports on all EP meetings of relevance to the EEAS – both in Brussels and Strasbourg, ensures smooth inter-institutional coordination and information flow and manages and coordinates parliamentary questions as well as EEAS replies to Petitions.

Further to EP-related issues, the Division is also responsible for other inter-institutional relations, i. a. with National Parliaments, the European Ombudsman, the European Economic and Social Committee and the Committee of the Regions, coordinating the EEAS response to formal and informal queries from these institutions and bodies.

In addition, the Division also represents the EEAS in the weekly coordination meeting ("pre-GRI") ahead of the "GRI" (Group of inter-institutional relations) organized by the Commission as well as in the meetings of the Council's Working Party on General Affairs (GAG).

Finally, the Division is also responsible for handling Access to Documents and Information to citizen requests within the EEAS.

We propose:

The position of Deputy Head of Division in SG.AFFGEN.2 division: Administrator - AD5-AD12. Candidates from national diplomatic services: AD09.

Main responsibilities:

- Support the Head of Division in the planning and management of Division activities;
- Substitute for the Head of the Division in the overall management and representation of the division during his absence;
- Ensure effective coordination with other EEAS divisions in day-to-day management including information flows, agenda management, and administrative questions, including through the Senior Management Assistants' network.

Also, specific tasks are:

- EP Development Committee (DEVE)
- EP Committees on Budget (BUDG) and Budgetary Control (CONT)
- Relations within EEAS with MD MENA and DG BA
- Migration and development
- MFF / NDICI
- Ombudsman
- Implementation of Guidelines on EP Delegations' visits to third countries
- Internal guidelines, procedures

A reallocation of tasks might occur according to the needs of the service.

We look for:

Legal basis:

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

ELIGIBILITY CRITERIA¹

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.
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 3 years' proven, pertinent experience in external relations;

Also, in order to satisfy the requirements set out in Article 12 of the CEOS, candidates from national diplomatic services must:

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 years².
6. have gained at least 10 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 position is classified, 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 status³) a post of "Administrator" grades AD5-AD12 or be an EU

¹ All the eligibility criteria must be met on the closing date for applications to this post.

² 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 6.

³ In accordance with Article 35 SR

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 or 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.
- 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
- 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 ("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 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 statement 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 the ability to deputise for the Head of Division with regard to both managerial and representational responsibilities, and the ability to lead and motivate teams;
- have experience and knowledge of CFSP and CSDP-related issues;
- have knowledge and/or proven experience in the key areas of interinstitutional relations

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, and
- Fluency in English, French and Spanish

would be strong assets.

TYPE AND DURATION OF CONTRACT FOR CANDIDATES FROM NATIONAL DIPLOMATIC SERVICES

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 9⁴ 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 (EU Secret), in accordance with the relevant security provisions.

The successful candidate must undergo a medical examination to ensure that she or he is physically fit to perform her/his duties.

The successful candidate 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 her or his 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

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

1. Application

Candidates may apply to the post of "**2019/218- HQ (AD) – Deputy Head of Division – SG.AFFGEN.2**".

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>

⁴ 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)

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

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 **02 December 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** (issued within the past 6 months) confirming their membership of a diplomatic service, the Ministry's support for the candidate's application for this post, 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.

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 **02/12/2019 to 16/12/2019 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. 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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