

EEAS Vacancy Notice
Deputy Secretary General for Political Affairs – Political Director
EU Staff Members type of post AD 15-16 Level
Candidates from the diplomatic services of the Member States – AD 15 Level post

We are:

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 as well as with the (administrations/diplomatic services) of EU Member States.

We propose:

The position of Deputy Secretary General of the EEAS for Political Affairs. Working under the authority of the Secretary General of the EEAS, the Deputy Secretary General will provide strategic direction to the work of the EEAS on key foreign policy issues, ensuring effective co-ordination between the concerned departments in Headquarters (EEAS and European Commission) as well as with the Union Delegations, with his/her Member State counterparts and in third countries including through political dialogues.

This position is a Director-General type of post (AD 15-16 Level). Candidates from the diplomatic services of the Member States would be recruited at AD 15 Level.

The place of employment is Brussels. The post involves extensive travel.

The post will, in principle, be for a four-year duration.

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 look for:

Selection criteria:

Applicants should:

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>

- have an established track record of leading and shaping international organisations in an international context or in a diplomatic service;
- have a strong capacity for strategic thinking, developing policy concepts and prioritising, combined with the ability to formulate effective strategies to communicate those policies;
- have an excellent ability to maintain diplomatic relations at a senior level and to ensure representation, communication and management in a complex, multicultural environment;
- 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 countries and international organisations;
- have an excellent knowledge of the Union's external relations, internal policies and functioning;
- have an established track record in managing human and financial resources at a senior level. Knowledge of EU budgetary, administrative and human resources policies would be a strong asset;
- have the ability to create and maintain a strong network of contacts with internal and external stakeholders (including Member States, other EU institutions, third countries, international organisations and NGOs); and
- have strong communication and analytical skills combined with sound judgment.

Past experience of working in a Delegation/Embassy (or equivalent in an international organisation) would be a strong asset.

ELIGIBILITY CRITERIA²:

- GENERAL

Further to the conditions set out in Art 28 of the Staff Regulations (SR) or Art 12 of the Conditions of Employment of Other Servants (CEOS)¹, candidates **must**:

1. nationals of one of the EU Member States and enjoy full rights as a citizen;
2. be permanent officials of the Union institutions, or temporary agents to whom Article 2(e) of the Conditions of Employment of Other Servants (CEOS)¹ applies, or staff from diplomatic services of the Member States;
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 also be an asset;
4. have at least 12 years' experience of managing staff at senior level (candidates must indicate in their CV's, at least for the minimum 12 years required: (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;

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

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 15 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 AGENTS FROM NATIONAL DIPLOMATIC SERVICES TO WHOM ARTICLE 2(E) OF THE CEOS APPLIES ("EU STAFF")

1. EU staff members (i.e. EU officials, and temporary staff to whom Article 2(e) of the CEOS applies) must be either³:
 - AD15 or AD16 and occupying a post at the level of Director General/Managing Director or equivalent function, or;
 - AD15 and occupying or having occupied a post at the level of Director for at least 2 years, or;
 - AD14 and occupying or having occupied a post at the level of Director or equivalent function for at least 2 years, with at least 2 years seniority at AD14.

In the event of a successful application, EU staff members at AD15 to AD16 will be appointed at the same grade. EU staff members at AD14 will be promoted to AD15.

2. 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, applications from staff members currently serving in a Delegation and 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 (further on, "career progression")⁴.
3. 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.

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

In line with Art 12 of the CEOS and in accordance with the needs of the service, candidates from the diplomatic services of Member States of the Union must:

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 staff members with at least 2 years of seniority at Director level who are applying for a Deputy Director General 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.

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 20 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.

Candidates must indicate their level of education and professional experience on the application form.

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.

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).

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 s/he is physically fit to perform her/his duties, he/she will be offered a temporary contract under Article 2(e) of the CEOS. Such contracts may not exceed 4 years in duration. The salary and conditions of appointment will be those laid down in the CEOS for temporary agents of AD15.

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 are required to complete successfully a probationary period of 9 months. A management probationary period of the same duration is also required.

PLACE OF EMPLOYMENT

Brussels (Belgium)

SPECIFIC CONDITIONS OF EMPLOYMENT

The successful candidate will be required to undergo security vetting if he/she does not already hold EU SECRET level security clearance, 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.

PROCEDURE⁵

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** (preferably according to europass standard ⁶) 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 for Foreign Affairs (issued within the past 6 months)** confirming their membership of a diplomatic service and the post applied for, as well as the guarantee of re-instatement after a possible contract.

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

Applications may be made until **Wednesday 18 December 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

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 <https://europass.cedefop.europa.eu/documents/curriculum-vitae>

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 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.

CONTACT: Ms Helga Maria SCHMID, Secretary General, EEAS

START DATE: TBC.