



VACANCY NOTICE - EXTERNAL PUBLICATION

Posts: AD non-management posts in EU Delegations¹.

Type of post: Administrator.

EU Officials and Temporary Agents 2(e) from national diplomatic services.

Closing date for submission of applications: Monday, 11 May 2020, 12.00 Brussels time.

Target take-up duty date (TUD): 1 September 2020.

WE ARE:

The European Union currently has 143 Delegations, eight of which are to international organisations. In all, 6200 staff are currently serving in these Delegations.

The work of a Delegation varies from country to country but, in general, covers political matters, press and information, trade, aid management and the external aspects of internal EU policies.

The 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.

WE LOOK FOR:

The European External Action Service (EEAS) is looking for individuals to fill the following posts at the Delegations of the European Union to:

Job Id	Delegation	Job Title	LCA	Posting Duration	Official/TA2(e) level post	MS level
151952	African Union	Head of PPI Section	30%	3	AD05-12	AD09
339053	Costa Rica	Political Officer	15%	4	AD05-12	AD07
339038	El Salvador	Political Officer	25%	4	AD05-12	AD07
338933	Eswatini	Political Officer	25%	4	AD05-12	AD07
339041	Guatemala	Political Officer	25%	4	AD05-12	AD07
166881	Guinea-Bissau	Head of PPI Section	30%	3	AD05-12	AD09
339044	Holy See/UN Rome	Political Officer	0%	4	AD05-12	AD07
339040	Honduras	Political Officer	30%	3	AD05-12	AD07
161235	India	Political Officer	30%	3	AD05-12	AD07
338934	Lesotho	Political Officer	25%	4	AD05-12	AD07
151994	Morocco	Head of PPI Section	10%	4	AD05-12	AD09
337264	Panama	Political Officer	15%	4	AD05-12	AD07
339540	Trinidad & Tobago	Political Officer	25%	4	AD05-12	AD07

WE PROPOSE:

Under the responsibility of the Head of Delegation or the Head of Political, Press and Information (PPI) Section, the selected candidates will assist the Head of Delegation in fulfilling the mandate.

In particular, the jobholder will have the following tasks:

1. to contribute to the work of the Delegation in co-ordinating the EU's political relations with the host country, and to represent the Delegation as necessary;
2. to contribute to timely delivery of high quality reporting and briefing, including on the host country's relations with other partners and its positions on multilateral, global and regional issues;
3. to support the Delegation in ensuring the coherence of EU policies in all areas, and in promoting and protecting the EU's interests and values and to promote the visibility of the European Union;
4. to contribute to preparing political dialogue;
5. to liaise with local civil society organisations, academic and private sector organizations;

¹ The most recent Post Reports can be accessed [here](#). External candidates may request the report from: EEAS.BA.HR3: RIGHTS-AND-OBLIGATIONS@eeas.europa.eu.

6. to maintain contacts and exchange information with EU Member States, including on démarches and outreach activities to the host government and other actors;
7. to take part in consular protection and delegation security management activities as needed;
8. to monitor, analyse, and report regularly to Headquarters on internal and regional political developments, foreign policy and/or other policy areas of relevance for EU interests, including, inter alia: electoral developments, human rights and governance, multilateral issues, maritime issues, natural resources, migration and security related issues, including non-proliferation, terrorism, defence;
9. to take part in European Economic Diplomacy activities;
10. to carry out press, information and communication activities;
11. to support relations with regional and/or international organisations present in the host country;
12. to liaise regularly with Headquarters and provide advice as appropriate on policy issues;
13. to provide support to visitors from EU institutions;
14. to provide briefing dossiers, speeches, statements, press releases and articles, as requested.

LEGAL BASIS:

The vacancy is to be filled in accordance with the following articles of the Staff Regulations² (SR): Article 29(1)(a) SR and Article 98 SR; Article 29(1)(b) SR; Article 29(1)(c) SR.

It is recalled, that if the interest of the service so requires, the selection procedures can be terminated at any stage and that the post could be filled by a re-assignment according to Article 7 SR.

ELIGIBILITY CRITERIA:

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

1. be a national from an EU Member State;
2. be officials of the institutions of the EU, temporary staff to whom Article 2(e) of the CEOS applies, or staff from national diplomatic services of the Member States;
3. have the capacity to work in the languages of CFSP (EN, FR) necessary for the performance of their duties;
4. have proven, pertinent external relations experience - for staff from diplomatic services this experience must have been gained from working in a diplomatic service of one of the Member States.

In the event that no suitable candidate can be identified among EEAS staff, EU officials or staff from diplomatic services of Member States the EEAS may decide to recruit a laureate from an EPSO reserve list.

ADDITIONAL SPECIFIC ELIGIBILITY CRITERIA FOR EU OFFICIALS AND TEMPORARY STAFF TO WHOM ARTICLE 2(e) OF THE CEOS APPLIES ("EU STAFF MEMBERS")

1. Applications from EU staff members currently in post in a Delegation are not, in principle, eligible and will only be taken into consideration if they are on rotation in 2020³ or in the case of career progression⁴.
2. EU staff members currently in their second consecutive post in a Delegation are not eligible, and may apply only in case of career progression. A derogation from this rule may not lead to a consecutive period of service in Delegation of more than 12 years.
3. EU staff members currently in Headquarters who will have completed less than 2 years in Headquarters since returning from a previous posting in Delegation on the date foreseen for taking up duty are not, in principle, eligible and will only be taken into consideration in case of career progression.
4. TA2(e) staff members should provide a statement by their Ministry of Foreign Affairs in support of their application for this post including the guarantee of reinstatement required by Article 6(11) of Council Decision 2010/427/EU.

²Staff 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>

³ 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.

⁴ "Career progression" refers to applications for a higher type of post according to Annex I A 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. Career progression will not be considered within the same Delegation.

ADDITIONAL SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE NATIONAL DIPLOMATIC SERVICES FROM EU MEMBER STATES

Further to the conditions set out in 12 CEOS, candidates must:

1. possess a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is at least three years.
2. have the required full-time professional experience (see table below for minimum number of years required). This experience must have been gained after completing university studies of 4 years, or of 3 years plus one year of relevant professional experience, as set out at point 2 above.

(MS Candidates) (EEAS Staff/Officials)	AD7 ⁵ AD5/12	AD9 AD5/12
External relations experience	≥ 2 years	> 3 years
Professional experience (MS candidates)	≥ 6 years	> 10 years

GRADING

For posts graded at **AD5-12**, EU staff members must be in one of the grades AD5 to AD12 and have the Type of Post of the Person "ADMINISTRATOR" (AD5-AD12), or they must be AST officials who have successfully passed the certification procedure.

EEAS staff whose Type of Post of the Person is "Senior administrator in transition" (AD14) and "Principal administrator in transition" (AD13) can also show their interest for these jobs. If selected, the candidate 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 are only possible within the same Institution (Article 7 of SR), therefore EU officials AD13 and AD14 from other Institutions are not eligible.

In the event of a successful application, EU staff members will be appointed at their existing grade.

SELECTION CRITERIA:

Candidates should:

1. have an excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
2. have an excellent capacity to create constructive working relations with national authorities, international organisations and EU Member States;
3. have strong drafting, communication and analytical skills combined with sound judgement;
4. have excellent knowledge of the external relations, internal policies and functioning of the Union;
5. have experience and knowledge of CFSP and CSDP-related issues;
6. have knowledge of the key areas of the Delegation's activities.
7. Furthermore: Experience in working in an Embassy, a Delegation, an international organisation or significant experience of external relations in the field, including CSDP field missions and good knowledge of the country, its culture, language and the region as a whole would be assets.

APPLICATION AND SELECTION PROCEDURE

1. Application procedure⁶

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria in order to avoid exclusion from the selection procedure.

Candidates must exclusively apply through the online system, *e-Application*.

Programme name: 2020 ADNM DEL - ARM POSTS



<https://webgate.ec.europa.eu/eapplication/index.cfm>

To log on, an EU LOGIN is required; a helpdesk facility is available by email at EEAS-IT-HELPDESK@eeas.europa.eu.

⁵ For information on remuneration, please consult "Annex I 2019 ANNUAL UPDATE OF THE REMUNERATION AND PENSIONS OF THE OFFICIALS AND OTHER SERVANTS OF THE EUROPEAN UNION AND THE CORRECTION COEFFICIENTS APPLIED THERETO." To be consulted under:

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=COM%3A2019%3A0617%3AFIN>

⁶ Your personal data will be processed in accordance with the new [Data Protection Regulation \(EC\) 2018/1725](#), (EUDPR), in force since 11 December 2018. More information is available on the EEAS website: http://eeas.europa.eu/data_protection/index_en.htm.

Direct link to the privacy statement [click here](#). EEAS Intranet: [e-DPO](#)

During the on-line application procedure candidates will have to complete the application form, upload their **CV** (in English or French, preferably using the Europass format <http://europass.cedefop.europa.eu/htm/index.htm> or eCV from SYSPER for EU officials) as well as a **motivation letter** (maximum 2 pages) in either English or French.

Candidates from the diplomatic services of the Member States will, in addition, have to upload a copy of their passport/ID and a statement by their Ministry of Foreign Affairs confirming their membership of a diplomatic service and the Ministry's support for the candidate's application for this post as well as mentioning the guarantee of reinstatement required by Article 6(11) of Council Decision 2010/427/EU.

Applications may be sent at any point until **11 May 2020 at 12h00 CET** (Brussels time). 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 with the EEAS Human Resources Directorate concerning the selection procedures, please use the following email address: EEAS-AD-NON-MANAGEMENT-DELEGATIONS@eeas.europa.eu

2. Pre-selection

The pre-selection will be done by a panel on the basis of the qualifications and the professional experience described in the CV, and in the motivation letter. The panel will then produce a shortlist of a limited number of eligible candidates who in its opinion best meet the selection criteria for each post.

3. Selection

The candidates who have been shortlisted 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 vacancy notice. The selection panel will recommend a shortlist of candidates for a final decision by the relevant Appointing Authority.

EQUAL OPPORTUNITIES

The EEAS applies an equal opportunities policy.

CONDITIONS OF EMPLOYMENT

Successful candidates must undergo a medical examination to ensure that they are fit to perform their duties.

Candidates should also ensure that they are fully aware of the relevant security provisions. All posts in an EU Delegation require a Personal Security Clearance (EU SECRET).

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.

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 that might be considered prejudicial to their independence.

If the successful candidate is from a national diplomatic service a contract as temporary agent under Article 2(e) of the CEOS will be offered; such contracts have a maximum duration of four years. The exact end date of the contract will be aligned with the annual Rotation Exercise.

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.

The newly engaged temporary staff is required to complete successfully a probationary period of 9 months.

As a matter of policy, applications of individuals who have dual nationality of the host country or the partner of whom has the nationality of the host country are not encouraged and 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 partner and family, as well as possible security risks, e.g. refusal of security clearance (EU SECRET). The HR Department may ask for additional information from the applicant in this context.

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 or maximum contract duration for TA2(e), i.e. 8 years. Before taking any final decisions on nominations, the appropriate Appointing Authority will ensure on a case-by-case basis that the successful candidates will indeed be able to complete the relevant full posting for the post for which they have been selected.

Candidates must be able to work in a different socio-cultural environment and to adapt quickly to evolving situations.

Candidates are deemed to be fully aware of the local living conditions, including i.a. information concerning security, health care, education, employment opportunities for spouses and that accommodation is not provided (Annex X of the Staff Regulations does not apply in Rome).