

**Vacancy notice 2020-137 HQ (AD) – Head of Division SG.AFFGEN.3**

**EEAS Vacancy Notice –  
Head of Division SG.AFFGEN.3 – Legal Affairs**

**Type of post "Head of Unit or equivalent"**

**EU Staff Members – AD 9-14– Candidates from the Member States – AD 12**

**We are:**

The European External Action Service (EEAS) supports the High Representative in the exercise of his 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 capacity as Vice-President of the Commission with regard to his 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.

**The Legal Affairs Division (SG.AFFGEN.3)** provides legal advice to the High Representative (HR) and the European External Action Service (EEAS) in the exercise of their responsibilities and tasks pursuant to the EU Treaties and the Council Decision establishing the organisation and functioning of the European External Action Service<sup>1</sup>. In particular, the Legal Affairs Division provides oral or written advice on the legal and institutional aspects of the EU's external action, including in particular the CFSP and CSDP, upon request or on its own initiative; represents the HR and the EEAS before Union jurisdictions; maintains the Treaties Office database; cooperates closely with the Legal Services of the Institutions; and provides internal advice on administrative, staff and management issues. The members of the Division also represent the HR and the EEAS before the Court of Justice of the EU, in particular in staff matters.

**We propose:**

The position of Head of Division for Legal Affairs – SG.AFFGEN. 3 Division.

Under the administrative authority of the Director for Interinstitutional Relations, Policy Coordination and Public Diplomacy, the Head of Division exercises the overall management responsibility for the activities of the Division.

**The main responsibilities are as follows:**

- manage, organise and coordinate the activities of the Division and its staff members; organise the work within the division, establish internal working methods and external relations with other EEAS stakeholders, Commission and Council legal services and relevant counterparts in Member States and international organisations;
- provide legal advice with regard to the development and implementation of EU policies and priorities ;

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<sup>1</sup> OJ L 201, 3.8.2010, p.30.

- monitor and ensure the timely implementation of goals and tasks assigned to the Division, including under tight schedule;
- motivate, coach and lead a multinational expert team, ensure efficient staff and personnel administration of the Division;
- manage and supervise the agents in judicial proceedings involving the HR, the EEAS and CSDP operations and missions;
- represent the EEAS in contacts with Member States, third countries as well as EU institutions, international organisations and other stakeholders in the areas of competence of the Division;
- communicate legal aspects of EU policies through proactive communications and engaging in public speaking at seminars and conferences.

This position is a Head of Division Post (AD9-14). Candidates from the diplomatic services of Member States would be recruited at AD 12 level.

The place of employment is Brussels. The post in principle will be for a four year duration and involves travel.

### **Legal Basis**

The vacancy is to be filled in in accordance with the following articles of the Staff regulations<sup>2</sup> (SR): Article 29(1)(a) SR and Article 98 SR; and Article 29(1)(b) SR.

### **We look for:**

We are looking for an experienced, dynamic, proactive, flexible and motivated colleague with an extensive background in EU and international law.

### **Eligibility Criteria<sup>3</sup>**

#### **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), candidates must:

1. be permanent officials of the Union institutions, or temporary agents to whom Article 2(e) of the Conditions of Employment of Other Servants (CEOS) applies, or staff from diplomatic services of the Member States;
2. have a university degree in law, including in EU law and/or public international law;
3. have an excellent knowledge of and experience in EU legal and inter-institutional matters in the domain of EU external relations, including the CFSP/CSDP;
4. have the capacity to work, including drafting legal texts in English and French with an advanced working knowledge of either. Knowledge of other EU languages would also be an asset;
5. have three years' management experience commensurate with the responsibilities of the post;<sup>4</sup>

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<sup>2</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>3</sup> All the eligibility criteria must be met on the closing date for applications to this post.

6. have at least six years' proven, pertinent external relations experience - for staff from national diplomatic services this experience must have been gained from working in a national administration of one of the Member States.

7. Candidates who at the moment of the application are EU officials, independently of their administrative status (including officials on leave on personal grounds), cannot request to be recruited as temporary agents under Article 2(e) of the CEOS, i.e. staff seconded from national diplomatic services of the Member States.

In the case of candidatures from EU officials on leave for personal grounds, provided they are eligible for the post, successful candidates will be reinstated into active employment in accordance with Articles 35 (a) and 40 of the Staff Regulations.

#### **- 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) applying for this post must be AD9–AD14:<sup>5</sup>

EU staff members (i.e. EU officials, and temporary staff to whom Article 2(e) of the CEOS applies) at AD 8 are eligible to apply if they have at least 2 years seniority at that grade.

In the event of a successful application, EU staff members at AD9-14 will be appointed at the same grade. EU staff members at AD8 will be promoted to AD9.

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 in 2020, 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").<sup>6</sup>

#### **- 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:

1. possess a level of education

a. which corresponds to completed university studies in EU and/or public international law attested by a diploma when the normal period of university education is four years or more, OR

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<sup>4</sup> In their CVs applicants should indicate management experience in terms of: (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.

<sup>5</sup> 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.

<sup>6</sup> '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 "Administrators" AD8 who are applying to a "Head of Unit or equivalent" type of post for the first time.

b. which corresponds to completed university studies in EU and/or public international law 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>7</sup>

2. have gained at least 12 years' full time professional experience. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience;

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) CEOS and the Council Decision of 26 July 2010 (2010/427/EU).

3. Candidates from national diplomatic services of the Member States should be in active employment in their diplomatic service at the moment of the application.

#### **SELECTION CRITERIA:**

Candidates should be able to:

- provide oral or written advice on all questions of EU law and public international law and all legal, procedural and institutional questions relating to the mandate of the HR and the role of the EEAS;
- assist in the drafting of HR proposals for legal acts to be submitted to the Council;
- provide legal advice on administrative, staff and management issues, including assistance in the drafting of internal decisions and rules;
- ensure a coherent approach on horizontal legal issues, in close liaison with the legal officers in the relevant EEAS departments;
- cooperate closely with the Legal Services of the other institutions.
- maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- have a good knowledge of administrative matters applicable to the EEAS, including the Staff Regulations and the Conditions of employment of other servants, data protection and transparency;
- have strong analytical, creative and negotiating skills allowing capacity to deliver an articulated and coherent legal advice and sound political judgment.
- demonstrate proven experience in leading and motivating teams, particularly in a multi-disciplinary and multi-cultural environment.
- demonstrate good teamwork and interpersonal skills;

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<sup>7</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.

Furthermore the following would be considered strong assets:

- post-graduate studies in EU and/or international law;
- working experience in the legal service of an EU institution or a diplomatic service;
- academic publications in EU and/or international law.

## **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 she or he is physically fit to perform her/his duties, she or he will be offered a temporary contract under Article 2(e) of the CEOS. Such contracts may not exceed 4 years in duration; their expiry will as far as possible be aligned to the usual date of mobility at Headquarters (currently 31 August each year). The conditions of appointment will be those laid down in the CEOS for temporary agents of AD12.

In accordance with Article 6(11) of Council Decision 427/2010, each Member State shall provide its staff officials who will 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)

**POST AVAILABLE:** 01/09/2020.

## **SPECIFIC CONDITIONS OF EMPLOYMENT**

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

## **PROCEDURE<sup>8</sup>**

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

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<sup>8</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)

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 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 recent statement by their Ministry for Foreign Affairs (issued within the past 6 months) confirming their membership of a diplomatic service.

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

The closing date for the submission of applications is **3 July 2020 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](mailto:cca-secretariat@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 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 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 AIPN, who will make the final selection.

Shortlisted candidates might be invited to an Assessment Centre.

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.

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