

## Vacancy notice 2020-175 HQ (AD) – Head of Division BA.BS.4

### EEAS Vacancy Notice – Head of Division BA.BS.4 – Support to Delegations

#### 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 BA.BS.4 Division** is responsible for executing administrative procedures and providing support and advice to the Heads of Delegation and to the Heads of Administration of the entire EEAS Delegations' network in an inclusive and efficient way in collaboration with EU Delegations. It is composed of 40 officials and contractual agents.

The Division is highly involved in the program Innovative 2019, an initiative to modernize the EEAS administration. In that context, the Division has recently received a new ambitious mandate to provide support to the 142 Delegations worldwide and to implement an administrative front office.

#### **We propose:**

The position of Head of Division for Support to Delegations – BA.BS. 4 Division.

Under the authority of the Director for Budget and Support, the Head of Division holds 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; translating the Division's mission into specific goals, tasks and internal procedures;
- Monitor and ensure the timely implementation of goals and tasks assigned to the Division, including under tight schedule;
- Translate EU policies and priorities into specific goals, tasks and internal procedures;
- Motivate, coach and lead a large multinational team, ensure efficient staff and personnel administration of the Division;
- Ensure close coordination with the EU Heads of Delegation and the Delegations' administrations ;
- Ensure coordination with the relevant Divisions at EEAS Headquarters as well as with the Commission;
- Serve as Authorising Officer by sub-delegation and ensure budgetary and financial follow-up where appropriate;

- Represent the EEAS vis-à-vis representatives of Member States, international organizations, other third countries as well as EU institutions.
- Contribute to the redaction of strategic documents with regard to the future of administrative support of the EEAS.

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 accordance with the following articles of the Staff regulations<sup>1</sup> (SR): Article 29(1)(a) SR and Article 98 SR; and Article 29(1)(b) SR.

### **We look for:**

### **Eligibility Criteria<sup>2</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 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;
3. have three years' management experience, commensurate with the responsibilities of the post;<sup>3</sup>
4. 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.

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<sup>1</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>2</sup> All the eligibility criteria must be met on the closing date for applications to this post.

<sup>3</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.

**- 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>4</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>5</sup>

3. 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 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 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 years.<sup>6</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.

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<sup>4</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>5</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.

<sup>6</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.

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).

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 have:

- a highly developed ability to establish and execute the responsibilities described above;
- a very good understanding of the EEAS and of the internal and inter-institutional procedures and in-depth knowledge of EU decision-making processes;
- a very good understanding of administration of Delegations in particular in the area of human resources, finance and procurement
- an excellent ability to coordinate and liaise with other Divisions in the EEAS as well as in the Commission
- the necessary managerial ability and interpersonal skills needed to lead and motivate team members in a multi-cultural environment and in a complex institutional setting;
- a high sense of initiative, strong organisational, analytical, communication and negotiation skills combined with sound judgement.

Furthermore:

- Experience of working in a Delegation/Embassy (or equivalent in an international organization) would be an important asset.

### **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 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>7</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

**<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 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.

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<sup>7</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)

The closing date for the submission of applications is **24 August 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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