



GUIDELINES 2021 ROTATION EXERCISE

AD POSTS IN THE EU DELEGATIONS: (INTERNAL PUBLICATION)

HEAD OF SECTION POSTS

POLITICAL OFFICER POSTS

INTRODUCTION

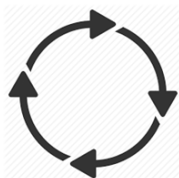
The 2021 EEAS Internal Rotation Exercise for Head of Section and Political Officer posts is part of the overall rotation of EEAS staff in Delegations. The positions concerned are set out in the accompanying vacancy notice.

In parallel a number of posts are published externally to all EU institutions and EU Member States.

The Internal Rotation Exercise takes place in the context of the Council Decision 2010/427/EU that provides that the members of the staff of the EEAS should be subject to a high degree of mobility.

It is guided by the principles applied for the internal mobility exercise, notably by the importance that the EEAS attaches to the need for staff to develop a mix of competences, e.g. working in various fields of expertise and responsibilities in the course of their career.

This includes postings between Delegation and Headquarters, as well as alternating between different geographic regions and/or between job functions.



The following criteria will be taken into account:

- Applications from EEAS staff members who have never served in a Delegation or Embassy may be considered favourably;
- Staff members who are currently serving in a hardship posting (Living Conditions Allowance of 30% or above) or who have served in hardship postings recently (within the previous five years) in their career may be considered favourably; and

- Candidates who demonstrate mobility (change of geographical area or change of function) may be considered favourably.

EEAS staff members are invited to take those principles into account when listing the posts for which they apply.

The full selection process is described below. It foresees that the final decisions on the assignments of the EEAS staff to Head of Section and Political Officer posts will be taken by the Appointing Authority on the basis of a proposal made by a Rotation Committee composed of representatives from different EEAS departments. If needed, this Rotation Committee may request that a candidate be interviewed (see details of the procedure below).

GENERAL ELIGIBILITY CRITERIA¹:

In order to be eligible for the 2021 Internal Rotation Exercise candidates must be EEAS officials **or** Temporary Agents (TAs) to whom Article 2(e) of the Conditions of Employment of Other Servants of the European Union (CEOS) applies ("EEAS staff members");

They must also belong to one of the following groups:

- EEAS staff members who are currently in a Delegation, who will be in rotation in 2021 and who are not in their second consecutive posting in Delegations;
- EEAS staff members currently working in HQ and those having served in a Delegation in the past, and have been at HQ for at least two years on 1 September 2021.

The general eligibility criteria do not apply when an application is made in the context of career progression,² i.e. for AST staff members who have successfully completed the certification procedure and who apply for an AD post,

SPECIFIC ELIGIBILITY CRITERIA FOR TEMPORARY AGENTS CURRENTLY WORKING IN THE EEAS

1. Applications from Temporary Agents 2(e) in a Delegation who are not in rotation in 2021 are not, in principle, eligible and will only be taken into consideration in the interest of the service.
2. Temporary Agents 2(e) who have completed two consecutive postings in the EEAS are in principle not eligible to apply.³
3. Temporary Agents 2(e) who are already working in the EEAS must fulfil the same eligibility criteria as specified for "EU officials". This includes that when applying for another post they will **retain their current grade** and cannot expect a higher grade even if a higher grade is foreseen for new candidates from Member States in the vacancy notice.
4. Current Temporary Agents 2(e) must have the support of their Member State Administration (e.g. Ministry of Foreign Affairs) for the post(s) to which they are applying and must be in active service at the time of their application.
5. Temporary Agents 2(e) must be able to finish the full duration of the posting (2, 3 or 4 years) within the maximum duration of their engagement in the EEAS.⁴

¹ All eligibility criteria must be fulfilled on the closing date for applications, except where specified otherwise.

² The concept of "career progression" is designed to allow staff to develop within the organisation. It 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.

Head of Section posts in Delegations are not Management Posts. Career progression is in principle not applicable inside the same Delegation.

³ In accordance with Art. 50b(2) of the Conditions of Employment of Other Servants of the European Union, an extension of maximum 2 years may be granted after 8 years in exceptional circumstances and in the interest of the service.

⁴ Maximum of 4 years, with a possible renewal of maximum 4 years, with an exceptional extension of maximum 2 years in exceptional cases and in

TAs selected for a post will have their contract extended and amended for the duration of the new posting.

GRADING:

For posts graded at **AD 5-12**, EEAS staff members at any grade from AD 5 to AD 12, and currently with a post as "Administrator" or "Principal Administrator" are eligible, as well as AST officials who have successfully passed the certification procedure.

EEAS officials at grades AD 13 and AD 14 may express interest for these posts.

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

POSTING POLICY:

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.

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 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 his/her partner and family, as well as possible security risks. The Human Resources Directorate may ask for additional information from the applicant in this context.

A posting in an EU Delegation is generally for 4, 3, or 2 years. Posting duration may be extended for one year or shortened by one year. Call for interest to apply for extension or early rotation will be launched annually prior to the publication of the rotation exercise. Extensions in non-family compound based Delegations will, in principle, not be authorised. Staff are reminded that extension and early rotation is not a right.

1. For posts with a LCA⁵ of 25% or less, the posting will in principle be for 4 years.
2. For posts where the living and working conditions are defined as "difficult" and "very difficult" (30%-40% LCA) the posting will in principle be for 3 years.
3. For non-family postings⁶ the posting is reduced to 2 years.
4. As a general rule, applicants cannot do two consecutive non-family postings (LCA 40%).

It is in the interest of the service to ensure that staff members in the Delegations are able to complete the full posting before reaching the age of retirement. Before taking any final decisions on nominations, the Appointing Authority will

ensure on a case-by-case basis that the successful candidates will be able to complete the relevant full posting for the post for which they have been selected.

Please note that a candidate who has formally accepted a post in a Delegation will be, in principle, considered non-eligible for other posts in Delegations in the same Rotation year.

APPLICATION PROCEDURE:


Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria. Failure to meet any of these eligibility requirements means automatic exclusion from the selection procedure.

Candidates are strongly advised to familiarise themselves fully with the selection process. They are therefore encouraged to look carefully at how to maximise their opportunities by considering the diversity of regions when listing the posts for which they are applying.

All candidates must apply through the on-line system, **e-Application**, available at:
<https://webgate.ec.europa.eu/eapplication/index.cfm>

A helpdesk facility is available via the "Contact Support" function within **e-Application**.

Current Temporary Agents 2(e) in the EEAS **must** select "Temporary Agent working in the EEAS":

 Temporary Agent working in the EEAS

Candidates may express their preferences for a **maximum of 8 posts in order of preference** via the on-line system, **e-Application**, under the tab "2021 ROTATION INTERNAL AD POSTS", using their EU LOGIN:

During the on-line application procedure, candidates will be required to upload:

- an up-to-date Curriculum Vitae (preferably using the Europass format ([template](#)) which should include an indication of the staff member's current grade;
- one single letter of motivation (maximum 2 pages) in either English or French covering all posts applied for. Candidates may mention (by checking the relevant box) that they would be prepared to accept posts which remain unfilled at the end of the exercise;

By submitting their application, candidates grant permission to the human resources and geographical departments concerned to use and circulate these documents⁷.

The closing date for applications is **14 September 2020 at 12.00 noon (Brussels time)**. Please note that the **only** way to submit an application is by 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.**

the interest of the service (Art. 50b(2) of the Conditions of Employment of Other Servants of the European Union).

⁵ Living Conditions Allowance: "An allowance for living conditions shall be fixed, according to the official's place of employment, as a percentage of reference amount. That reference amount shall comprise the total basic salary, plus the expatriation allowance, household allowance and dependent child allowance, less the compulsory deductions referred to in the Staff Regulations or in the regulations adopted to implement them." (Staff Regulations, Annex X, article 10.1)

⁶ Countries presently designated as "non-family postings": Afghanistan, Central African Republic, Iraq, Libya, Somalia, South Sudan, Syria and

Yemen. In the case of relocated delegations (e.g. Libya, Syria and Yemen) the posting will in principle be for 3 years.

⁷ Your personal data will be processed in accordance with Regulation (EU) 2018/1725, as implemented by ADMIN(2019)8 decision of the High Representative of the Union for Foreign Affairs and Security Policy. The privacy statement is available on the Europa website: (http://eeas.europa.eu/data_protection/privacy/index_en.htm) and on the EEAS Intranet: <https://intranet.eeas.europa.eu/page/eeas-work/data-protection/privacy-statements> - [Direct link](#)

The EEAS applies an equal opportunities policy.

It is understood that candidates will accept a posting in the countries for which they have expressed a preference should they be proposed.

A candidate who refuses to accept an offer for a posting to a country which he/she had listed as a preference in his/her application may, in principle, not be considered for other posts in the same rotation exercise.

Candidates are deemed to be fully aware of the conditions of employment before applying.

SELECTION PROCESS:

Stage 1: Administrative Screening: The Human Resources Directorate will verify the eligibility of staff members who have submitted applications. The Administrative Screening will also identify the candidates that best meet the mobility criteria mentioned in the introduction.

Stage 2: Evaluation: A CV Committee composed of representatives from the different EEAS departments, will evaluate all eligible applications in accordance with the selection criteria defined in the vacancy notices.

On the basis of the results of the CV Committee, an overview of persons and posts will be presented to the Rotation Committee taking into account the candidates that best meet the selection and mobility criteria and, where possible, the preferences expressed by individual candidates.

In parallel, the relevant Heads of Delegation will also be consulted for their opinion.

Stage 3: Selection: A high-level Rotation Committee, chaired by The Human Resources Director, and composed of members mandated by each geographic and thematic Managing Director / Senior Manager, will examine the applications evaluated by the CV Committee and will propose the final matching for decisions, post by post to the Appointing Authority.

If needed, and to assist in a final matching decision, the Rotation Committee may request that a candidate be interviewed. Based on the outcome of such an interview, the Rotation Committee may propose additional matching. For each post, the Rotation Committee will either make a matching proposal or recommend external publication (notably in case of insufficient number of applications)⁸.

Stage 4: Decision: The relevant Appointing Authority will take the final decision on the list of transfers.

CONDITIONS OF EMPLOYMENT:

⁸ Shortlisted candidates might be offered the possibility to show interest in some of the posts that are part of the 2021 EEAS mobility exercise for contract agents (function group IV) in EU Delegations. Should an AD official/TA2(e) who expressed interest in one of those posts be considered as the most suitable candidate for the post, the AIPN might proceed to assign an AD post to the respective Delegation instead of the post previously occupied by a contract agent so as to fill it with the AD official/TA 2(e) This change of post might lead to a reorganisation of tasks in the respective Delegation.

The date foreseen for taking up duty for all posts in the context of the rotation exercise is **1 September 2021**⁹.

Successful candidates are obliged to participate in all compulsory pre-posting training.

Successful candidates must undergo a medical examination to ensure that they are fit to perform their duties. When they undergo their pre-posting medical visit, candidates should indicate any serious health problems or requirements for specialised medical treatment for themselves and/or for the individuals who will accompany them to the duty station. The administration draws the applicant's attention to their legal and financial responsibilities in this respect.

Candidates are deemed to be fully aware of the provisions of Annex X of the Staff Regulations, which applies to staff serving in Delegations located outside the European Union, regarding their rights and obligations (leave entitlements, allowances, reimbursement of expenses, social security benefits). Delegations located within the European Union (i.e. Delegations Paris, Rome, Strasbourg and Vienna) are covered by the provisions of Annex VII of the Staff Regulations.¹⁰

Candidates are deemed to be fully aware of the local living conditions, including i. a. information concerning security, health care, education, social acceptance of sexual orientation, employment opportunities for spouses and the accommodation provided (Annex X, Article 5 or 23), before applying. Candidates are strongly encouraged to consult the relevant [Post Reports](#), available on the EEAS Intranet.

EEAS staff are required to take note of all obligations arising from internal directives and departmental instructions applicable to the EU Delegations.

Successful candidates must obtain a personal security clearance (level: EU SECRET). In case a member of temporary staff is not able to obtain it, the contract will be rescinded. If an EU official is not able to obtain it, the official will be reassigned to another post in Headquarters.

Candidates should also ensure that they are fully aware of the relevant security provisions. All posts in an EU Delegation require the successful completion of BASE, a security e-learning. Postings in higher risk countries also require the successful completion of the security e-learning SAFE. Moreover, for some posts "Hostile Environment Awareness Training (HEAT) is mandatory or recommended before taking up duty"¹¹. See more on the EEAS Intranet: "Administration – Security – (tab) [Security in Del](#)".

Contact for further information on the rotation exercise:

[AD Non-Management posts:](#)

⁹ This date can be advanced or postponed, for duly justified reasons, on a case-by-case basis.

¹⁰ A posting to a Delegation within the EU does, i.a., not give rise to an entitlement for the reimbursement of housing or schooling costs.

¹¹ The Appointing Authority may decide not to appoint a selected candidate who does not successfully participate in the HEAT training.