



## EUROPEAN EXTERNAL ACTION SERVICE (EEAS)

### Rotation 2021

#### Head of Section/Political Officer

**Open to: EU Officials and staff from Member States' diplomatic services.**

### EXTERNAL PUBLICATIONS

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

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.

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.

#### **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:

*(listed in alphabetical order of Delegation)*

Job Id	Delegation	Job Title*	LCA	Posting duration (years)	Official/TA2(e) level post	MS level
268433	Afghanistan	Head of Political, Press and Information Section	40%	2	AD05-12	AD09
152081	African Union (Addis)	Political Officer	30%	3	AD05-12	AD07
301817	Algeria	Head of Political, Press and Information Section	30%	3	AD05-12	AD09
152025	Brazil	Press and Information Officer	15%	4	AD05-12	AD07
269093	Burkina Faso	Head of Political, Press and Information Section	35%	3	AD05-12	AD09
151905	China	Political Officer	30%	3	AD05-12	AD07
152077	Iraq	Head of Political Section	40%	2	AD05-12	AD09
249685	Iraq (Erbil)	Political Officer	40%	2	AD05-12	AD07
151715	Liberia	Head of Political, Press and Information Section	35%	3	AD05-12	AD09
152082	Malaysia	Head of Political, Press and Information Section	15%	4	AD05-12	AD09
170010	Philippines	Head of Political, Press and Information Section	30%	3	AD05-12	AD09
284704	Somalia	Head of Political, Press and Information Section	40%	2	AD05-12	AD09
245639	South Sudan	Head of Political, Press and Information Section	40%	3	AD05-12	AD09
185963	UN (New York)	Policy Officer (Other EU Policies - ECO, DEV)	0%	4	AD05-12	AD07
152021	UN/IAEA/OSCE Vienna	Head of Political Section (OSCE)	0%	4	AD05-12	AD09
264993	United Arab Emirates	Political Officer	15%	4	AD05-12	AD09
161304	Uzbekistan	Head of Political, Press and Information Section	30%	3	AD05-12	AD09
287149	West Bank & Gaza Strip	Political Officer	30%	3	AD05-12	AD07



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### WE PROPOSE

Under the responsibility of the Head of Delegation, and/or the Head of Political Section or Political, Press and Information (PPI) Section, the individual will assist the Head of Delegation and/or Head of Political or PPI Section in fulfilling his/her mandate.

In particular, he/she will have the following tasks:

- To contribute to the work of the Delegation in the management of the EU Presidency functions, and to represent the Head of Delegation when necessary in his/her absence;
- To pursue the EU's policies in all areas, promote and protect the EU's interests and values, and to promote the visibility of the European Union;
- To ensure bilateral political relations and to carry out and promote regular political dialogue;
- To liaise with local civil society organisations;
- To maintain contacts, exchange information, and chair various EU coordination groups in the implementation of EU policies;
- 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: institutionalised political dialogue where applicable, electoral developments, Human Rights and governance, drug and security related issues, security issues including non-proliferation, terrorism, defence;
- To maintain relations with regional and/or international, organisations present in the host country;
- For Head of Section posts: to manage the work of the Section and effective interaction with other sections in order to ensure that priorities and objectives set by the Head of Delegation are fulfilled;
- For Head of Political and PPI Sections and for Heads of Press and Information Section (PI): to carry out press, information and communication activities and to manage the Press and Information budget in liaison with the Administration Section. Regular qualitative and financial evaluations and reporting to Headquarters;
- To liaise regularly with Headquarters and provide advice as appropriate on policy issues;
- To provide support to visitors from EU institutions;
- To provide briefing dossiers, speeches, statements, press releases and articles, as requested;
- Where applicable: Visa and consular issues;
- Tasks of Deputy Security Officer (security of the Delegation, its staff and coordination with MS on security issues) may be assumed (when the Head of Section or Political Officer is first in line after the Head of Delegation).

Multilateral Delegations have the following tasks in addition to the above:

#### 1) Representation and coordination

- To represent the EU Delegation in International Organisations and conferences ;
- To chair various EU coordination meetings in the implementation of EU policies; based on proper follow-up of EU policies and decision-making process and on adequate liaison with Headquarters to receive input and instructions as required;

#### 2) Relations with third parties

- To maintain relations and regular political dialogue with the UN organisations and agencies and close working relations with EU Member States' missions;



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- To ensure close political dialogue with third-country representatives and regional and/or international organisations present in the host country; to monitor the key stakeholders positions in on-going or planned negotiations; engage in and coordinate EU and Member States' outreach.

### ELIGIBILITY CRITERIA<sup>1</sup>:

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 2020<sup>2</sup> or in the case of career progression<sup>3</sup>.
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.

### 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.

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<sup>1</sup> For further details on ELIGIBILITY CRITERIA, CONDITIONS OF EMPLOYMENT AND RECRUITMENT PROCEDURE, please refer to the "***GUIDELINES FOR THE 2021 ROTATION OF AD POSTS IN THE EU DELEGATIONS - EXTERNAL PUBLICATION***".

<sup>2</sup> 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.

<sup>3</sup> "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.



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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)	AD9 <sup>4</sup> 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:

#### Main criteria by function for all posts

Candidates **should have**:

- a proven ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- a proven capacity to co-ordinate relevant committee and working group meetings with national authorities, international organisations and EU Member States;
- experience and knowledge of the external relations, internal policies, functioning of the Union and of CFSP and CSDP-related issues;
- strong drafting, communication and analytical skills combined with sound judgement;
- experience in budgetary and financial management (for PPI Head of Section posts);
- experience in international negotiations (for Head of Political and PPI Section posts).

#### Furthermore, the following would be assets:

- experience in working in an Embassy, a Delegation, an international organisation or significant experience of external relations in the field, including CSDP field missions;
- experience in thematic/horizontal areas of relevance to the Delegation and/or experience on external aspects of internal policies of particular importance in the host country;
- experience in international negotiations;
- experience in leading and motivating teams and of working in multi-disciplinary and multi-cultural environment (for Head of Section posts).
- good knowledge of the country, its culture, and the region as a whole;
- knowledge of locally spoken languages.

<sup>4</sup> 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>



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### APPLICATION AND SELECTION PROCEDURE

Candidates must apply exclusively through the online system, e-Application<sup>5</sup>:

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

To log on to the system, an EU LOGIN is required; a helpdesk facility is available by email at: [EEAS-IT-HELPDESK@eeas.europa.eu](mailto:EEAS-IT-HELPDESK@eeas.europa.eu).

Candidates may express their preferences for a maximum of 8 posts listed in order of preference via the on-line system, using their EU login and password. During the on-line application procedure candidates will have to upload their CV and motivation letter (in English or French, preferably using the Europass model CV obtainable at <http://europass.cedefop.europa.eu>).

Candidates from the diplomatic services of the Member States will, in addition, have to upload a copy of their passport/ID and a recent statement by their Ministry of Foreign Affairs (issued within the past 6 months) confirming their membership of a diplomatic service including the guarantee of reinstatement required by Article 6(11) of Council Decision 2010/427/EU, and the Ministry's support for the candidate's application for these posts. Should candidates be unable to provide these documents from their Ministry, their application shall be considered ineligible.

Applications may be made at any point **until Monday 14 September 2020 at noon, 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](mailto:EEAS-AD-NON-MANAGEMENT-DELEGATIONS@eeas.europa.eu).

**DEADLINE for APPLICATIONS:** 14 September 2020 at noon (Brussels time)

**JOB START DATE:** 1 September 2021<sup>6</sup>

**FOR FURTHER DETAILS ON ELIGIBILITY CRITERIA, CONDITIONS OF EMPLOYMENT AND RECRUITMENT PROCEDURE PLEASE REFER TO THE “GUIDELINES FOR THE 2021 ROTATION OF AD POSTS IN THE EU DELEGATIONS - EXTERNAL PUBLICATION”.**

<sup>5</sup> 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/rights/index\\_en.htm](http://eeas.europa.eu/data_protection/rights/index_en.htm)). Link: ([Processing personal data related to Recruitment and Mobility Procedures for Officials and Temporary Agents within the EEAS](#))

<sup>6</sup> This date can be advanced or postponed, for duly justified reasons, on a case-by-case basis.