



## EUROPEAN EXTERNAL ACTION SERVICE (EEAS)

### Rotation 2021

#### Head of Section / Political Officer

**Open to: EEAS Officials and current Temporary Agents 2(e) from Member States.**

### INTERNAL 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 work of a Delegation varies from country to country but, in general, covers political matters, trade, press and information, 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:

*(listed in alphabetical order of Delegation)*

Job Id	Delegation	Job Title	LCA	Posting Duration	Official / TA2(e) level post
193082	Algeria	Political Officer	30%	3	AD05-12
196517	Australia	Head of Political, Press and Information Section	0%	4	AD05-12
220126	Benin	Head of Political, Press and Information Section	25%	4	AD05-12
196853	Brazil	Political Officer	15%	4	AD05-12
152136	Fiji	Head of Political, Press and Information Section	25%	4	AD05-12
193085	Iraq	Political Officer	40%	2	AD05-12
152123	Kosovo	Head of Political, Economic and European Section	20%	4	AD05-12
152235	Moldova	Political Officer	20%	4	AD05-12
345539	Montenegro	Head of Political, Press and Information Section	10%	4	AD05-12
193081	Morocco	Political Officer	10%	4	AD05-12
231425	Paraguay	Head of Political, Press and Information Section	25%	4	AD05-12
166877	Sierra Leone	Head of Political, Press and Information Section	40%	3	AD05-12
151924	Switzerland (Bern)	Head of Political, Press and Information Section	0%	4	AD05-12
151949	Thailand	Head of Political, Press and Information Section	20%	4	AD05-12
189371	Tunisia	Political Officer	15%	4	AD05-12
152006	Turkey	Head of Political, Press and Information Section	20%	4	AD05-12
202155	UN (Geneva)	Policy Officer - Environment, Climate	0%	4	AD05-12
152001	Vietnam	Head of Political, Press and Information Section	25%	4	AD05-12
166868	Zimbabwe	Head of Political, Press and Information Section	25%	4	AD05-12



## 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: 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;
- 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.

## 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.

## SELECTION CRITERIA:

### Main criteria by function for all posts

Candidates **should have**:

- a proven ability to maintain diplomatic relations and to ensure representation and 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;
- experience in communication activities and drafting information documents (for PPI Head of Section posts);
- strong drafting, communication and analytical skills combined with sound judgement;
- experience in budgetary and financial management (Head of Political, Press and Information Section posts);
- experience of international negotiations (for Head of Political Section posts).

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

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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.



- experience of international negotiations;
- experience in leading and motivating teams and of working in multi-disciplinary and multi-cultural environment (for Head of Section posts).

**Additional assets to be considered by post:**

- knowledge of locally spoken languages.

## **APPLICATION AND SELECTION PROCEDURE**

Please refer to the “**GUIDELINES FOR THE 2021 ROTATION OF AD POSTS IN THE EU DELEGATIONS - INTERNAL PUBLICATION**”.

Candidates must apply exclusively through the online system, e-Application<sup>4</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).

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>.

In addition, current Temporary Agents (TAs) to whom Article 2(e) of the CEOS applies must provide a support letter from their Ministry for the posts for which they are applying, including the reinstatement guarantee.

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>5</sup>

**For further details on eligibility criteria, conditions of employment and recruitment procedure please refer to the “GUIDELINES FOR THE 2021 ROTATION OF AD NON-MANAGEMENT POSTS IN THE EU DELEGATIONS - INTERNAL PUBLICATION”.**

<sup>4</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: ([Recruitment and Mobility Procedures for Officials and Temporary Agents within the EEAS](#))

<sup>5</sup> This date can be advanced or postponed, for duly justified reasons, on a case-by-case basis.