

Vacancy notice 2020/195 – HQ (AD)

EEAS Vacancy Notice

Chair of the Mashreq-Maghreb Working Group (MaMa) and the Middle East/Gulf

Working Group (MOG)

Type of post: “Head of Unit or equivalent” (EU Staff: AD9-14/ Member States: AD11)

Job n. 178257

We are:

The European External Action Service (EEAS), which supports the work of the High Representative in defining and implementing an effective and coherent EU foreign policy. The EEAS supports his tasks of conducting the EU's Common Foreign and Security Policy and 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 Member States, the Council and relevant services of the European Commission.

The Middle East and North Africa Department supports the High Representative in defining and implementing the EU policy in the region.

We propose:

The position of Chair of the Mashreq-Maghreb Working Group (MaMa) and the Middle East/Gulf Working Group (MOG).

Type of post: “Head of Unit or equivalent – AD9-AD14.
Candidates from national diplomatic services: AD11.

On behalf of the High Representative the Chair shall ensure the smooth running of the MaMa and MOG working groups in accordance with the Council rules of procedure and the mandate of the two Groups. MaMa is the Council working party responsible for EU relations with the countries in the Maghreb (Morocco, Algeria, Tunisia, Libya), the Mashreq (Egypt, Israel, Palestine¹, Jordan, Lebanon, Syria), the Middle East Peace Process, the Western Sahara issue, the Union for the Mediterranean, the European Neighbourhood Policy in the south and relations with the Arab League. MOG is the Council working party responsible for EU relations with Bahrain, Iran, Iraq, Kuwait, Oman, Qatar, Saudi Arabia, the United Arab Emirates, Yemen and relations with the Gulf Cooperation Council and the Organisation of the Islamic Conference. In these areas, MaMa and MOG prepare discussions, decisions and declarations at higher level (PSC, Coreper, Foreign Affairs Council), contribute to the definition of EU policies, strategies and positions and monitor their implementation. MaMa and MOG are important fora for sharing information between the Member States and assessing developments in their area of responsibility.

The Chair of the MaMa and MOG working parties has responsibility for the good management of the Working Parties' work, for facilitating consensus between Member States' positions, and they contribute to policy definition and implementation of relations with the North Africa, the Middle East and the Gulf region. This includes preparations of discussions and decisions of PSC, Coreper and Council. She/he will be an integral part of the Middle East and North Africa

¹ This designation shall not be construed as recognition of a State of Palestine and is without prejudice to the individual positions of the Member States on this issue.

Department, under the authority of the Managing Director. She/he will also work under the guidance of the Chair of the Political and Security Committee (PSC) as concerns the planning, processing and substance of dossiers going through the PSC and Coreper/Foreign Affairs Council.

The successful candidate will work in close cooperation with all colleagues in the Middle East and North Africa Department, as well as with other relevant departments (and in particular the Task Force Iran), the EU Delegations and institutions as required.

Legal basis:

The vacancy is to be filled in in accordance with the following articles of the Staff regulations² (SR): Article 29(1)(a) SR and Article 98 SR; Article 29(1)(b) SR.

We look for:

ELIGIBILITY CRITERIA³

Further to the conditions set out in Article 28 SR and 12 CEOS, candidates must:

1. be a permanent official of the Union, or a temporary agent to whom Article 2(e) CEOS applies, or staff from a national diplomatic service of a EU Member State
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 be an asset;
3. have at least 3 years' proven, pertinent experience in external relations;

Also, in order to satisfy the requirements set out in Article 12 of the CEOS, Member State applicants must:

4. 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.⁴
5. have gained at least 10 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.
6. 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. Furthermore, they 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).

² 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>

³ All the eligibility criteria must be met on the closing date for applications to this post.

⁴ 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, EU officials and temporary staff to whom article 2(e) of the CEOS applies ("EU staff members") must be of one of the grades AD 09 to AD 14, or an AST official at grade AST09 to AST11 and who has successfully completed the certification procedure, or an EEAS staff member at grade AD 08 and with at least 2 years seniority at that grade.

Clarifications:

- In the event of a successful application, EU staff members at AD 09-14 will be appointed at their existing grade. EEAS staff members at AD 08 will be promoted to AD 09.
- Candidates who at the moment of the application are EU officials, independently of their administrative status, cannot request to be recruited as temporary staff to whom Article 2(e) of the CEOS applies, i.e. staff seconded from national diplomatic services of the Member States
- Applications from officials currently serving in a Delegation 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 ("career progression"). 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.
- "Career progression" refers to applications for a higher type of post according to Annex I SR. In the above paragraph, "career progression" includes AST staff members who have successfully completed the certification procedure and who are applying for their first AD post.
- In order to be considered as a candidate from national diplomatic service in the sense of Article 98 SR, such candidates shall provide at the moment of their application a certificate from their national diplomatic service which will clearly state that they are staff from national diplomatic service, as well as a guarantee of "immediate reinstatement at the end of their period of service to the EEAS" in accordance with Article 50b(2) CEOS.

SELECTION CRITERIA:

Candidates should:

- have an excellent ability to maintain diplomatic relations and to ensure representation, communication and management in a complex, multicultural environment;
- have an excellent capacity to lead negotiations and to create constructive working relations with national authorities, and international organisations;
- have strong drafting, communication and analytical skills combined with sound judgement;
- have excellent knowledge of external relations, internal policies and functioning of the Union;
- have experience and knowledge of CFSP and CSDP-related issues;
- have knowledge and/or proven experience in the key areas of the work of MaMa and MOG;
- have experience and knowledge of the work of Council Working groups;
- have demonstrated ability to facilitate consensual decision-making in a CFSP Working Party or in a similar multilateral setting
- have the experience and personal qualities so as to command the confidence of MaMa and MOG;

Furthermore:

- experience of working in an Embassy, a Delegation (or equivalent in an international organisation); and
- experience of working in a team in multi-disciplinary and multi-cultural environment;

would be considered strong assets.

TYPE AND DURATION OF CONTRACT

If the successful candidate is an EU staff member, she or he will be appointed according to Articles 29.1.(a)(i) or (ii) and 98.1 of the Staff Regulations and according to the rules on grade set out above.

If the successful candidate is from a national diplomatic service she or he will be offered a contract as temporary agent under Article 2(e) of the CEOS; such contracts have a maximum duration of 4 years. The appointment will be at AD 11 level⁵

In accordance with Article 6(11) of Council Decision 427/2010, each Member State shall provide its officials who have 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 members are required to complete successfully a probationary period of 9 months.

PLACE OF EMPLOYMENT

Brussels, Belgium

SPECIFIC CONDITIONS OF EMPLOYMENT

The successful candidate will be required to undergo security vetting if (s)he does not already hold security clearance to an appropriate level, in accordance with the relevant security provisions.

Successful candidates will be required to act independently in the public interest and to make a declaration of any interests which might be considered prejudicial to their independence, as set out in the Staff Regulation and CEOS.

EQUAL OPPORTUNITIES

The External Action Service applies an equal opportunities policy.

APPLICATION AND SELECTION PROCEDURE⁶

⁵ The basic salaries offered by the EU institutions are set out in Article 66 of the Staff Regulations. The current level, can be accessed via the link: [https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52018XC1214\(01\)&from=EN](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52018XC1214(01)&from=EN)

The procedure will take place in three different and successive steps:

1. Application

Candidates may apply for one or more of the posts published in the context of this **"2020/195 – HQ (AD) Chair of the Mashreq-Maghreb Working Group (MaMa) and Middle East/Gulf Working Group (MOG) – MENA"**.

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 from **16 July 2020**. 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 **statement by their Ministry for Foreign Affairs** (issued within the past 6 months) confirming their membership of a diplomatic service, the Ministry's support for the candidate's application for this post, 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.

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

Applications may be made at any point during the period from **16 July to 20 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 procedure, please use the following email address:

EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu

2. Pre-selection

The selection panel will make a pre-selection based on 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.

⁶ 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

3. Selection

The candidates who have been pre-selected will be invited for an interview so that the selection panel 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 for a final decision by the relevant Appointing Authority. He/she may decide to interview the candidates on the final shortlist before taking this decision.

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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