

EUROPEAN EXTERNAL ACTION SERVICE



Head of Division

MD.EURCA.WEST Western Europe, Western
Balkans and Turkey
EURCA WEST 2. Western Balkans

Brussels,

TO PSC AMBASSADORS

SUBJECT: Call for Secondments for the Office of the EUSR in Bosnia and Herzegovina.

ANNEXES: TERMS OF REFERENCE FOR INTERNATIONAL SECONDED/CONTRACTED EXPERTS

- 1) INTERNATIONAL SECONDED/CONTRACTED – SENIOR ADVISER - STRATEGY/PLANNING/COORDINATION
- 2) INTERNATIONAL SECONDED/CONTRACTED – EUSR ECONOMIC ADVISER
- 3) INTERNATIONAL SECONDED/CONTRACTED – HEAD OF COMMUNICATION AND SPOKESPERSON
- 4) INTERNATIONAL SECONDED/CONTRACTED – POLITICAL ADVISER – TEAM COORDINATOR
- 5) INTERNATIONAL SECONDED/CONTRACTED – POLITICAL ADVISER, HEAD OF BANJA LUKA OFFICE

Dear Ambassadors,

A. BACKGROUND

COUNCIL DECISION (CFSP) 2019/1340 of 08 August 2019 provides for the staffing resource of the EUSR in BiH.

B. AIM

The aim of this call for contributions is to select a highly qualified international seconded/contracted experts for the positions of:

- 1) **INTERNATIONAL SECONDED/CONTRACTED – SENIOR ADVISER - STRATEGY/PLANNING/COORDINATION**
- 2) **INTERNATIONAL SECONDED/CONTRACTED – EUSR ECONOMIC ADVISER**

- 3) **INTERNATIONAL SECONDED/CONTRACTED – HEAD OF COMMUNICATION AND SPOKESPERSON**
- 4) **INTERNATIONAL SECONDED/CONTRACTED – POLITICAL ADVISER – TEAM COORDINATOR**
- 5) **INTERNATIONAL SECONDED/CONTRACTED – POLITICAL ADVISER, HEAD OF BANJA LUKA OFFICE**

The Terms of References for the afore-mentioned posts are attached in Annex 1.

The duration of the deployment/contract necessarily follows the relevant mandate durations of the EUSR.

The remuneration of personnel seconded by a Member State or an institution of the European Union to the EUSR shall be covered by the Member State or the institution of the European Union concerned respectively and in accordance with the prevailing conditions applied to the CFSP budget.

The remuneration of personnel contracted by EUSR is covered by EUSR budget in accordance with Classification and Grading Guidelines for International Contracted Staff (ARES (2015) 5139959-17/11/2015). In accordance with the prevailing Joint Action and Budgetary Impact Statement the EUSR budget will cover a daily per diem payment direct to the Seconded/Contractor, the cost of official duty trips undertaken during the mission (within Bosnia and Herzegovina and/or internationally); high risk insurance; and liability insurance.

C. METHODOLOGY

Member states/candidates are invited to provide secondment offers/job applications as follows:

- a) The personal profiles of the proposed candidates should meet the listed criteria described in the job descriptions (**Annexes 1**);
- b) The closing date for receipt of offers of secondment/contract is 17:00 o'clock on 21st August 2020.
- a) Member States, EU institutions and candidates should submit their secondment offers/contract applications by e-mail, to the EEAS - Western Balkans Division, including a detailed curriculum vitae (**Annex 2**) covering the applicant's career, indicating qualifications and language skills, to the following addresses:

European External Action Service/Western Balkans Division

Emails: Olivia.DE-GUERRY@eeas.europa.eu
EURCA-WEST-2@eeas.europa.eu

Western Balkans Division
Phone: + 32 (0) 2 584 5093

and to: European Union Special Representative in Bosnia and Herzegovina

E-mail: robert.stockdale@ext.eeas.europa.eu

Mr. Robert Stockdale
Head of Finance and Administration
Phone: +387 33 560 800

- b) The selection procedure will take place immediately following reception of proposals/applications.
- c) Only personnel nominations received through official channels from Member States and institutions of the European Union will be considered.
- d) The candidates considered to be most suitable will be short-listed and interviewed in Sarajevo or by Zoom or phone.
- e) European External Action Service will be responsible for notifying Member States of personnel who have been selected. All A-type posts which are not covered by secondment will be advertised as appropriate by the European External Action Service and also notified to Member States and EU institutions in order to recruit the best-qualified applicants.

D. GENERAL INFORMATION

- a) Nominated personnel should undergo an extensive medical examination, appropriate vaccinations and be certified medically fit for mission duty by a competent authority from the Member State. A copy of this certification must accompany deployed seconded international experts.
- b) The selected candidate will have to be in possession of the necessary level of security clearance (**EU SECRET** or equivalent). The original certificate of the national security clearance must accompany deployed seconded/contracted international experts.
- c) Member States seconding personnel to an EUSR office are kindly reminded that European Commission rules for Special Advisers specify that the concerned Special Adviser/EUSR is solely responsible for the management of seconded personnel, and that seconding Member States are therefore requested not to instruct seconded personnel to undertake any activity on their behalf for the duration of secondment. Seconded/contracted staff will be required to sign a corresponding 'undertaking'/employment contract to this effect upon taking up their positions. European Commission rules for Special Advisers also require a certification by Member States who second personnel to an EUSR office that the seconded staff will remain subject throughout the period of secondment to the social security legislation applicable and that the employer will assume expenses incurred abroad.
- d) Any further information required related to the selection of the international seconded/contracted expert may be obtained from the European External Action Service, by contacting:

European External Action Service/Western Balkans Division

Emails: Olivia.DE-GUERRY@eeas.europa.eu

EURCA-WEST-2@eeas.europa.eu

Phone:

and

European Union Special Representative Office in Bosnia and Herzegovina

Mr. Robert Stockdale

E-mail: robert.stockdale@ext.eeas.europa.eu

European Union Special Representative in Bosnia and Herzegovina

Head of Finance and Administration

Phone : +387 33 560 800

Yours sincerely,

Elsa Fenet

Head of Division

(e-signed)