

**Vacancy notice 2020/289– HQ (AD)****EEAS Vacancy Notice Administrator****Policy Officer – SG.1****(EU Staff Members: AD5-12/ Candidates from national diplomatic services: AD07)****Job n. 290098****We are:**

The European External Action Service (EEAS) supports the High Representative in the exercise of his mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), of representing the EU and of 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 the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

The Strategic Policy Planning Division (SG1-STRATPOL) is a central service of the EEAS under the direct authority of the Secretary General. SG1-STRATPOL role is to serve as a catalyst for strategic policy thinking and planning across the EEAS and as a service provider for the HRVP and EEAS. The main functions of SG1-STRATPOL are to:

- provide direct executive, strategic analytical and policy advice and support to the HRVP and EEAS top management;
- develop and facilitate EEAS strategic policy-making incl. through planning and preparation of Policy initiatives (e.g. via Policy Platforms); through scrutiny and re-appraisal of current policy, strategies and planning (e.g. via organization of brainstorming events ; or via policy notes); while helping to ensure overall policy coherence through cross-checking and cooperation with all relevant actors within the EEAS, and when relevant, with other EU institutions;
- enhance the EEAS overall foresight and analysis capacity e.g. analyses on emerging trends and topics of strategic and political relevance for the EU (such as impact of the great power competition, multilateralism, geopolitical impact of technology or of energy transition etc..) through dedicated notes, regular digests of contributions by opinion shapers to the EEAS Senior Management; or flash analytical notes on major developments and events;
- serve as EEAS focal point for overall strategic policy frameworks e.g. the EU Global Strategy, the EU strategic response to the geopolitical impact of Covid19, the Strategic Autonomy/Sovereignty; with steering and regular reporting to the leadership;
- develop cooperation and outreach activities with Foresight and Planners' networks and think tank and research communities in Member States and third countries;

**We propose:**

The position of Policy Officer in SG1 Division.

Administrator - AD5-AD12.

Candidates from national diplomatic services: AD07.

His/her main tasks and responsibilities are to:

- Lead analytical work on trends and dynamics in the global economy and finance and the interplay with geopolitics and foreign policy eg geo-economics. Analysis should assess in particular the medium term impact of the Covid-19 fall-out on global economy and power relations (trade, supply chains, diversification, protectionism, securitization of economy, regional integration, debt and investment flows) ;
- Contribute to the analytical work on the Asia-Pacific region with a specific focus on the economic dimensions, regional integration processes as well as connectivity ;
- Provide research, analysis, policy notes and reporting and interact with relevant EEAS services active in these and similar areas with the aim to help the EEAS develop a more comprehensive understanding of developments and dynamics in these policy areas, particularly in connection to the on-going work on strategic autonomy within the EEAS, which is led by SG1-STRATPOL.
- Use foresight methodology and policy planning approach including quantitative and qualitative analysis of trends and data ; analysis of positioning and calculus of relevant actors ; building of plausible futures /scenarios ; stress-testing of policy assumptions and current policy frameworks ; development of policy recommendations.
- Liaise as appropriate with relevant services of the European Commission in the areas of responsibility to help enrich the understanding of the EEAS in these areas and to help develop a more coherent role and contribution of the EEAS to the external dimension of these policy areas.
- Assist in the areas of responsibility the interaction of the SG1-STRATPOL with EU Member States, e.g. with the EU Policy Planners' network and bilaterally by developing relevant networks and contacts as appropriate and in close cooperation with other relevant EEAS services.
- Engage with outside actors such as think-tanks, academic and research institutions, with the aim to collect and assess relevant information and analysis in the areas of responsibility and feed in relevant EEAS corporate overarching policy priorities work eg strategic autonomy ; multilateralism , as well as for communication and public diplomacy purposes as appropriate.
- Participate in, as appropriate, activities with third countries' policy planning teams notably track 2 or track 1.5 policy dialogues and events.
- Participate actively in the activities of the SG1-STRATPOL and work closely with other members of the Division engaged in related policy areas and cross-cutting and horizontal issues and activities which require team work and close interaction, e.g. strategic autonomy, foresight, science, green and digital diplomacies, as well as on briefings, speeches, op-eds etc.

#### **We look for:**

A dynamic, proactive and highly motivated colleague with very good analytical, drafting and communication skills and with a developed sense of service as well as with strong knowledge and experience in the areas of responsibility.

**Legal basis:**

The vacancy is to be filled in in accordance with the following articles of the Staff regulations<sup>1</sup> (SR): Article 29(1)(a) SR and Article 98 SR; Article 29(1)(b) SR ; Article 29(1)(c) SR

**ELIGIBILITY CRITERIA<sup>2</sup>**

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, or a laureate of an EPSO competition who is on a valid reserve list established in accordance with Article 30 SR.
2. have the capacity to work in languages of the CFSP necessary for the performance of their duties. Knowledge of other EU languages would be an asset;
3. have at least 2 years' proven, pertinent experience in external relations;

Also, in order to satisfy the requirements set out in Article 12 of the CEOS, candidates from national diplomatic services 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<sup>3</sup>.
5. have gained at least 6 years' full time professional experience. This experience must have been gained after obtaining the four-years diploma or after obtaining the three-years 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).

**Clarifications:**

- The present position is classified, according to section A of Annex I SR, as a post of Administrator. Candidates who are EU officials in the function group AD must therefore occupy at the moment of the application (or have occupied as the last post before their change in administrative status<sup>4</sup>) a post of "Administrator" grades AD5-AD12 or be an EU official in the function group AST who is on the list drawn up according to Article 45a (c) SR ("certification procedure").
- Officials assigned according to Article 30 of the annex XIII SR to the type of post "Senior Administrator in transition" (AD14) or "Administrator in transition" (AD13) can apply for posts which correspond to the type of post of Administrator. If selected, she/he will be transferred in

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<sup>1</sup> 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>

<sup>2</sup> All the eligibility criteria must be met on the closing date for applications to this post.

<sup>3</sup> 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 6.

<sup>4</sup> In accordance with Article 35 SR

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 under Article 7 SR are only possible within the same Institution; therefore EU officials AD13 and AD14 from other Institutions are not eligible.

- 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 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.
- 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.
- Competition EPSO laureates may express their interest for this job, provided that they meet the eligibility requirements set out at points 3 and 4 above. Their candidatures will be considered only in the event that no suitable candidate can be found among candidates covered by article 29 (1) (a) and article 98 SR or article 29 (1) (b) SR. Should a competition laureate be selected for this job, she/he will be subject to the same obligations of mobility as other EEAS staff members.

#### **SELECTION CRITERIA:**

- Excellent grasp of policy issues in the areas of responsibility combined with sound political judgement, and capacity to identify, formulate and propose policy responses;
- Great analytical and drafting skills and proven ability in writing concise and clear policy/political notes, papers and flash reports;
- have a capacity to generate strategic and innovative thinking and to articulate political vision into operational recommendations ;
- Proven ability to interact with other actors both within and outside the EEAS and capacity to build and nurture networks and contacts;
- Good communication and outreach skills and experience in engaging with multiple stakeholders and different audiences both privately and in public;
- Dynamic and open personality with broad intellectual curiosity, flexibility and can-do attitude, strong sense of service and team player as well as ready to contribute to the work of the Division also on relevant files beyond the direct areas of responsibility.
- Fluent knowledge of English (drafting and speaking capacity) and good command of French

Furthermore:

- experience of working in an Embassy, a Delegation (or equivalent in an international organisation);

- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience of negotiations,
- experience and/or knowledge of multilateral instruments in the areas of responsibility;
- have good knowledge of external relations, internal policies and functioning of the Union, notably of CFSP-related issues;

Would be considered strong assets.

## **TYPE AND DURATION OF CONTRACT FOR CANDIDATES FROM NATIONAL DIPLOMATIC SERVICES**

In accordance with Article 50b CEOS, 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)CEOS at the level AD 7 <sup>5</sup> for a maximum period of four years which can be renewed for a maximum period of four years.

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.

## **POST AVAILABLE**

Position to be filled immediately.

## **PLACE OF EMPLOYMENT**

**Brussels, Belgium**

## **SPECIFIC CONDITIONS OF EMPLOYMENT**

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

The successful candidate must undergo a medical examination to ensure that she or he is physically fit to perform her/his duties.

The successful candidate will be required to act independently in the interest of the Union and to make a declaration of any interests which might be considered prejudicial to her or his independence, as set out in the Staff Regulation and CEOS.

## **EQUAL OPPORTUNITIES**

The EEAS is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

<sup>5</sup>

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)

Candidates with disabilities are invited to contact ([EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu](mailto:EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu)) in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure in equality of opportunities with other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1d.4 of the Staff Regulations.

## APPLICATION AND SELECTION PROCEDURE<sup>6</sup>

High degree of mobility is a fundamental part of EEAS human resources policies, and is required by the EEAS Council Decision. Candidates should be aware that, accordingly, it is not generally in the interests of the service for EEAS Staff Members to apply for jobs which are essentially the same or similar to their current post.

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

### 1. Application

Candidates may apply to the post of **"2020/289– HQ (AD) – Policy Officer – SG.1."**

**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 **30 November 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 **30/11/2020 to 21/12/2020 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](mailto:EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu)

### 2. Pre-selection

The selection panel will make a pre-selection on the basis of 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.

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<sup>6</sup> 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/privacy/index\\_en.htm](http://eeas.europa.eu/data_protection/privacy/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. The Appointing Authority 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 re-assignment.

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