



EUROPEAN EXTERNAL ACTION SERVICE (EEAS)

Rotation 2022 - REPUBLICATIONS

Head of Section/Political Officer posts

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

EXTERNAL PUBLICATION

The European Union currently has 144 Delegations, nine of which are to international organisations. In all, 6.200 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 posts in EU Delegations as per the list in ANNEX 1.

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 selected candidates will assist the Head of Delegation and/or Head of Political or PPI Section in fulfilling their mandate and will have, in particular, the following tasks among others:

1. 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;
2. 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;
3. To support and promote bilateral political relations;
4. To liaise with local civil society organisations;
5. To maintain contacts, exchange information, and chair various EU coordination groups in the implementation of EU policies;
6. 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;
7. To maintain relations with regional and/or international, organisations present in the host country;
8. 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;
9. 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;
10. To liaise regularly with Headquarters and provide advice as appropriate on policy issues;
11. To provide support to visitors from EU institutions;
12. To provide briefing dossiers, speeches, statements, press releases and articles, as requested;
13. Where applicable: Visa and consular issues;
14. 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).



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SELECTION CRITERIA:

For general and specific eligibility criteria, posting policy, conditions of recruitment and employment and application and selection procedure, candidates shall refer to the EEAS Rotation Decision¹ and to the annex “GUIDELINES FOR THE 2022 ROTATION OF AD POSTS IN THE EU DELEGATIONS - EXTERNAL PUBLICATION”.

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 Head of PPI 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 (for Head of Section posts).
- experience of working in multi-disciplinary and multi-cultural environment
- good knowledge of the country, its culture, and the region as a whole;
- knowledge of locally spoken languages.

Please be aware that a **personal security clearance** (PSC) at the level of **EU SECRET** is compulsory in all EU Delegations. Successful candidates will be required to undergo security vetting if they do not already hold security clearance to the appropriate level in accordance with the EEAS relevant security provisions.

Furthermore, prior to recruitment, successful candidates will be contacted by our services in order to fulfil the relevant medical requirements for the post as appropriate, including a psychological assessment which the Appointing Authority/Authority Authorised to Conclude Contracts reserves the right to request notably for hardship posts (countries with 30% Living Conditions Allowance or higher).

Should the AA/AACC decide, at the end of the selection process, to propose one of the posts mentioned in annex to the candidates, please note that:

A valid EU Digital COVID Certificate is required before taking up duty and for the entire assignment in EU Delegations especially in such hardship postings², having regard to the duty of care of the EEAS for its staff and taking account of the need to ensure appropriate health and safety standards in the country of posting³.

¹ ADMIN(2021) 221 Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 1st of July 2021 on the periodic serving of Officials and Temporary Agents in Union Delegations.

² Hardship postings' are determined in accordance with Article 10(1) of Annex X of the Staff Regulations of Officials of the European Union, which requires the AA/AACC to take into account inter alia the 'health and hospital environment' when determining the allowance for living conditions.

³ Article 1e(2) of the Staff Regulations of Officials of the European Union



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Additionally, please be aware that the domestic legislation of third countries hosting EU Delegations may at any time require, *inter alia*, a valid vaccination certificate in order to work or to obtain an entry visa. It is the obligation of the successful candidate to comply with the national rules in force⁴. Failing to do so, the AA/AACC may decide to withdraw its decision on the selection.

A medical visit might not be required for EEAS staff:

- a) When moving from one EU Delegation to another, unless the Living Conditions Allowance for the new posting is 30% or higher;
- b) When moving from HQ to a delegation in equivalent countries (with no Living Conditions Allowance).

APPLICATIONS:

Candidates must apply exclusively through the online system, e-Application⁵:

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

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.

DEADLINE for APPLICATIONS: Friday, 18 February 2022 at noon (Brussels time)

TAKE-UP DUTY DATE: 1 September 2022⁶ (Guinea-Bissau: As soon as possible).

⁴ Article 41 of the Vienna Convention on Diplomatic Relations provides: “Without prejudice to their privileges and immunities, it is the duty of all persons enjoying such privileges and immunities to respect the laws and regulations of the receiving State.”

⁵ 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). Link: ([Processing personal data related to Recruitment and Mobility Procedures for Officials and Temporary Agents within the EEAS](#))

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



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ANNEX 1

(listed in alphabetical order of Delegation)

Job Id	Delegation	Job Title*	LCA	Posting duration* (years)	Official/TA2(e) level post	MS level (if newly recruited)
152219	CUBA	Head of Political, Press and Information Section	20%	4	AD05-12	AD09
298211	ETHIOPIA	Political Officer	30%	3	AD05-12	AD07
288200	FIJI	Political Officer	30%	3	AD05-12	AD07
166881	GUINEA-BISSAU**	Head of Political, Press and Information Section	35%	3	AD05-12	AD09
161338	IRAQ***	Political Officer	40%	2	AD05-12	AD07
216653	MYANMAR	Political Officer	30%	3	AD05-12	AD07
151730	SAUDI ARABIA	Political Officer	30%	3	AD05-12	AD07

* May change subject to the annual review of Living Conditions Allowances.

** Take-up duty date: **As soon as possible**.

*** Non-family posting.