



GUIDELINES 2022 ROTATION EXERCISE

AD POSTS IN THE EU DELEGATIONS (EXTERNAL RE-PUBLICATION)

HEAD OF DELEGATION
DEPUTY HEAD OF DELEGATION
HEAD OF SECTION / POLITICAL OFFICER

These Guidelines apply to the rotation of EEAS AD posts in the EU Delegations published externally¹. The 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 (hereinafter, EEAS Rotation Decision) sets out the rules for officials and temporary agents under article 2(e) of the CEOS to be assigned to an EEAS post in a Union Delegation.

Posts will be filled through publication in accordance with Article 29(1)(a) SR and Article 98 SR; and Article 29(1)(b) SR² of the Staff Regulations of Officials of the European Union (SR), by considering applications from:

1. permanent officials of the institutions of the European Union;
2. current EEAS temporary staff to whom Article 2(e) of the Conditions of Employment of Other Servants of the European Union (CEOS) applies;
3. staff in active service from the diplomatic services of the Member States.

The posts concerned are set out in the accompanying vacancy notices both for management and non-management posts.

GENERAL ELIGIBILITY CRITERIA³

In accordance with Article 28 Staff Regulations, Article 12 of the CEOS and with the 2021 EEAS Rotation Decision, in order to meet the needs of the service candidates must:

1. be nationals of one of the EU Member States and enjoy full rights as a citizen;
2. be AD officials of the institutions of the European Union with and eligible grade⁴ or AD temporary staff to whom Article 2(e) of the CEOS applies with an eligible grade (Temporary Agents currently working

in the EEAS), or staff from diplomatic services of the Member States;

3. have the capacity to work in the CFSP working languages (English and French). Knowledge of other EU or relevant non-EU languages would be an asset;
4. have proven, pertinent external relations experience. Staff from diplomatic services must have gained this experience from working in a diplomatic service of one of the Member States (see table in Annex 1 to these guidelines for minimum number of years required).

Without prejudice to exemptions authorised by the Appointing Authority for exceptional and justified reasons, an official or temporary agent applying for a posting shall be subject to the following conditions by the time of posting:

- a. the candidate shall be in a position to serve the full duration of the posting within the duration of their service with the EEAS or before reaching the age of retirement foreseen under Article 52(a) of the Staff Regulations;
- b. the candidate serving in a posting at the time of the application is eligible for a new posting if they are included in the rotation or mobility exercises or if the last day for submitting the applications for the vacancy notice is less than six months from the end of their ongoing posting, unless in the case of career progression⁵;
- c. the candidate shall have served a minimum of two years in headquarters after return from two consecutive postings, unless in the case of career progression;
- d. the candidate is not eligible for posts/functions to which they have already been assigned in the same Delegation;
- e. the candidate is not eligible for a posting in a Delegation in which they have already served unless a minimum of two years would have elapsed between the start of the new posting and the end of a previous posting in that Delegation;
- f. the candidate is not eligible for a third posting to the same Delegation, irrespective of the functions;
- g. the candidate is not eligible for a non-family, compound-confined posting unless a minimum of two years would have elapsed between the start of the new posting and the end of a previous compound-confined non-family posting.

Please note that officials shall serve in Union Delegations for **no more than two consecutive postings**. Only in the interest of the service, the Appointing Authority may exceptionally authorise a third

¹ If the interest of the service so requires, a selection procedure can be terminated at any stage and the post be filled by a reassignment in accordance with Article 7 of the SR.

² Link [Staff Regulations - https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20210101&from=EN](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20210101&from=EN)

³ All eligibility criteria must be satisfied on the closing date for applications, except where specified otherwise.

⁴ See below "Grade and minimum years of seniority for EU Officials and current temporary agents 2e in the EEAS".

⁵ Career progression is defined by a candidate applies to a higher type of post under Section A of Annex I of the Staff Regulations.

consecutive posting, on condition that the total duration of the assignment to Union Delegations, including the duration of an exceptional third consecutive posting, shall not be superior to 12 years and three months. After two, or exceptionally three, postings, the official shall return to headquarters.

In the case of candidatures from EU officials on leave for personal grounds, provided they are eligible for the post, successful candidates will be reinstated into active employment in accordance with Articles 35(a) and 40 of the Staff Regulations.

The concept of "career progression" is designed to allow staff to develop within the organisation. Accordingly, it refers to applications for a higher type of post according to Annex I A SR:

1. Staff members who currently hold a management post and who apply for a more senior management post (post from a higher type of post according to Annex I SR);
2. Staff members who hold a post of "Administrator" (AD5-12) and who apply for a middle management post ("Head of Unit or equivalent" (AD9-AD14)⁶;
3. EEAS AST staff members who have successfully completed the certification procedure and who apply for their first AD post.

Career progression is in principle not applicable inside the same Delegation.

SPECIFIC ELIGIBILITY CRITERIA FOR TEMPORARY AGENTS CURRENTLY WORKING IN THE EEAS

1. Applications from current Temporary Agents 2(e) in a Delegation who are not in rotation in 2022 are not, in principle, eligible and will only be taken into consideration in the interest of the service or in the case of career progression.
2. Current Temporary Agents 2(e) who have completed two consecutive postings in the EEAS are in principle not eligible to apply.⁷
3. Temporary Agents 2(e) who are already working in the EEAS are to be treated as EU officials and must fulfil the same eligibility criteria as specified. This includes that when applying for another post they will **retain their current grade** and cannot expect a higher grade even if a higher grade is foreseen for new candidates from Member States in the vacancy notice.⁸
4. Current Temporary Agents 2(e) must have the renewed support of their Member State Administration (e.g. Ministry of Foreign Affairs) for the post(s) to which they are applying (see further

under application procedure) as well as the guarantee of reinstatement.

5. Temporary Agents 2(e) must be able to finish the full duration of the posting (2, 3 or 4 years) within the maximum duration of their engagement in the EEAS.⁹

GRADE AND MINIMUM YEARS OF SENIORITY FOR EU OFFICIALS AND CURRENT TEMPORARY AGENTS 2(e) IN THE EEAS

MANAGEMENT POSTS:

- HEAD OF DELEGATION

- DEPUTY HEAD OF DELEGATION

1. For posts graded at **AD15-16**, EU officials and current Temporary Agents (2e) must be either:
 - a) AD15 or AD16 and occupying a post at the level of Director General/Managing Director or
 - b) AD15 and occupying a post at the level of Director or equivalent function, with seniority of at least 2 years in that post or
 - c) AD14 and occupying or having occupied a post at the level of Director or equivalent function, with seniority of at least 2 years in that post and in that grade.

In the event of a successful application, EU officials and current Temporary Agents 2(e) at AD15 or AD16 will be appointed at the same grade. Candidates at AD14 will be promoted to AD15.

2. For posts graded at **AD14-15**, EU officials and current Temporary Agents 2(e) must be either:
 - a) AD14 or AD15 and occupying a post at the level of Director or equivalent function or
 - b) AD14 and occupying or having occupied such a post for at least 2 years or
 - c) AD13 and occupying or having occupied such a post for at least 2 years.

In the event of a successful application, EU officials and current Temporary Agents 2(e) at AD14 or AD15 will be assigned to the post while keeping the same grade. Candidates at AD13 will be promoted to the grade AD14.

3. For posts graded at **AD09-14**, EU officials and current Temporary Agents 2(e) must be either:
 - i) AD09-14 or
 - ii) AD08 and with at least 2 years' seniority at that grade.

In the event of a successful application, EU officials and current Temporary Agents 2(e) at AD09-14 will be appointed at their existing grade. Candidates at AD08 will be promoted to AD09.

⁶ Posts of Head of Section in Delegation are not Middle Management Posts.

⁷ In accordance with article 50b(2) of the Conditions of Employment of Other Servants of the European Union, an extension of maximum 2 years may be granted after 8 years in exceptional circumstances and in the interest of the service.

⁸ With the exception of a successful application for a post in a higher type of post under Section A of Annex I of the Staff

Regulations, e.g. an AD8 staff member for more than two years selected for an AD9-14 post.

⁹ Maximum of 4 years, with a possible renewal of maximum 4 years, with an exceptional extension of maximum 2 years in exceptional cases and in the interest of the service (article. 50b(2) of the Conditions of Employment of Other Servants of the European Union).

NON-MANAGEMENT POSTS:

HEAD OF SECTION POLITICAL OFFICER

For posts of Administrators graded at **AD05-12**, EU officials and current Temporary Agents 2(e) at any grade from AD05 to AD12 occupying an Administrator type of post are eligible, as well as AST officials who have successfully passed the certification procedure.

EEAS officials at grades AD 13 and AD 14 may express interest for these posts.

SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE MEMBER STATES

Candidates from Member States must satisfy the requirements set out in Article 12 of the CEOS and meet the needs of the service:

1. be nationals of one of the EU Member States;
2. possess a level of education which corresponds to completed university studies, attested by a diploma, when the normal period of university education is 4 years or more;

or

possess a level of education which corresponds to completed university studies, attested by a diploma, plus relevant professional experience of at least one year, when the normal period of university education is at least 3 years;
3. have the required full-time professional experience (see table in Annex 1 for minimum number of years required). This experience must have been gained after completing university studies of 4 years, or of 3 years plus one year relevant professional experience, as set out in point 2 above. Candidates must indicate their level of education and professional experience on the application form.
4. provide a statement issued by their Ministry of Foreign Affairs, which contains at least the following elements:
 - the post(s) to which the candidate applies;
 - that the candidate is a staff member in active status in the national diplomatic service at the time of application, either as an official or under a permanent employment relation;
 - that the Ministry of Foreign Affairs endorses his or her application to the post;
 - a guarantee of immediate reinstatement in the Ministry of Foreign Affairs after the end of the contract with the EEAS.

If candidates are unable to provide this document from their Ministry of Foreign Affairs, their application will be deemed ineligible.

SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FOR A MANAGEMENT POST (HEAD OF DELEGATION AND DEPUTY HEAD OF DELEGATION) IN UNION DELEGATIONS

In accordance with Article 6 point 3 of the EEAS Rotation Decision, candidates for a management post in a Union Delegation shall:

1. have no less than two years' management experience with responsibility for at least six subordinate staff members (see table in Annex 1 to these guidelines for minimum number of years required);
2. shall not have been accredited as a diplomat to the country or international organisation of the posting at any time during the two years preceding the start date of the assignment indicated in the vacancy notice.

POSTING POLICY

The date foreseen for taking up duty for all posts in the context of the rotation exercise is **1 September** of any given year, unless otherwise specified¹⁰.

All postings will in principle be **aligned with the rotation cycle and have the 31 August** of a given year as end date. The end date of a Temporary Agent contract will normally be aligned with the annual rotation/mobility date in the EEAS, irrespective of the starting date and within the overall limit of four years.

The duration of a posting will be between 2 and 4 years. It will be tentatively indicated in the vacancy notice and confirmed to the candidates through the notification of their selection. As a guiding principle:

1. For posts with a LCA¹¹ of 25% or less, the posting will in principle be for 4 years.
2. For posts where the living and working conditions are defined as "difficult" and "very difficult" (30%-40% LCA) the posting will in principle be for 3 years.
3. For non-family postings the posting is reduced to 2 years.

Please note that a candidate who has formally accepted a post in a Delegation will be, in principle, considered **non-eligible** for other posts in Delegations published in the same rotation year.

CONDITIONS OF RECRUITMENT AND EMPLOYMENT

Medical clearance and security clearance

A candidate selected for a posting shall be assigned or appointed on condition that they are physically fit to perform their duties in the post of assignment certified by the **medical clearance**, in line with Art 10 of the EEAS Rotation Decision.

¹⁰ This date can be advanced or postponed, on a case-by-case basis.

¹¹ Living Conditions Allowance: "An allowance for living conditions shall be fixed, according to the official's place of employment, as a percentage of reference amount. That reference amount shall

comprise the total basic salary, plus the expatriation allowance, household allowance and dependent child allowance, less the compulsory deductions referred to in the Staff Regulations or in the regulations adopted to implement them." (Staff Regulations, Annex X, article 10.1)

A candidate selected for a posting shall be assigned or appointed on condition that they are granted **Personnel Security Clearance (PSC)** at EU SECRET level in accordance with Decision ADMIN(2019) 7 of the Director General for Budget and Administration of the EEAS of 8 March 2019 on Security Clearance Requirements and Procedures for the European External Action Service. A selected candidate that is not in possession of the required PSC shall initiate the process for requesting the PSC in accordance with Article 5 of Decision ADMIN(2019) 7 within **ten working days** from the notification of their selection for the post, in line with Art 11 of the EEAS Rotation Decision.

As a matter of policy, applications of individuals who have **dual nationality** of the host country or the partner of whom has the nationality of the host country will be considered on a case-by-case basis. The EEAS examines if there could be a conflict of interest and the consequence of a possible refusal by the host country to grant diplomatic immunity to the staff member and or **his or her partner** and family, as well as possible security risks. The Human Resources Directorate may ask for additional information from the applicant in this context.

TRAINING

Successful candidates shall participate in all compulsory pre-posting training.

All posts in an EU Delegation require the successful completion of BASE, a security e-learning. Postings in higher risk countries also require the successful completion of the security e-learning SAFE. Moreover, for some posts "Hostile Environment Awareness Training (HEAT) is mandatory or recommended before taking up duty¹².

APPLICATION AND SELECTION PROCEDURE¹³

Candidates are deemed to be fully aware of the provisions of **Annex X** of the Staff Regulations, which applies to staff serving in Delegations located outside the European Union, regarding their rights and obligations (leave entitlements, allowances, reimbursement of expenses, social security benefits).

Delegations located within the European Union (i.e. Delegations Paris, Rome, Strasbourg and Vienna) are covered by the provisions of **Annex VII** of the Staff Regulations.¹⁴

Candidates are deemed to be fully aware of the **local living conditions**, including i.a. information concerning security, health care, education, social acceptance of

sexual orientation, employment opportunities for spouses and the accommodation provided (Annex X, Article 5 or 23), before applying. Candidates are strongly encouraged to consult the relevant [Country Post reports](#) which are available from EEAS.RM.HR.3, Rights, Obligations and Medical Cell Division: Rights-and-Obligations@eeas.europa.eu.

Basic Data protection provisions are to be followed in accordance with Regulation (EU) 2018/1725. The related Privacy Statement provides information on how the EEAS is processing personal data.

Candidates for **Head of Delegation** positions should be aware of the specific provisions for **residence** where they shall reside. All EU Residences for Heads of Delegation are provided by the Institution under Article 5 of Annex X to the SR. The residence has a double function: it is the venue foreseen for the official representation under the terms of the Vienna Convention of 1961; it is also the private home of the Head of Delegation with family. For obvious budgetary reasons, official residences are normally kept for long periods of time; hence under normal circumstances it is not possible to choose a different residence when a new Head of Delegation is appointed.

1. Application procedure¹⁵

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria, including belonging to the type of post, or having the minimum of years of seniority in the grade bracket immediately below of the post applied for, in order to avoid automatic exclusion from the selection procedure.

All candidates must apply through the on-line system available at:

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

To log on to **e-Application**, an EU LOGIN is required; external candidates without an account can register to get one through the link above. EU staff members with a professional EU LOGIN account should use that account for their application. A helpdesk facility is available via the Contact Support tab in the **e-Application**.

Candidates may list a maximum of 8 posts in order of preference (the choice of 8 posts must be made among all posts of Head of Delegation, Deputy Head of Delegation and AD non-management posts¹⁶) via **e-Application**, using their EU login and password.

Candidates are invited to indicate whether they would be interested in considering **other posts** included in the

¹² The Appointing Authority may decide not to appoint a selected candidate who does not successfully participate in the HEAT training.

¹³ If the interest of the service so requires, a selection procedure can be terminated at any stage and the post be filled by a reassignment in accordance with Article 7 of the SR.

¹⁴ A posting to a Delegation within the EU does, i.a., not give rise to an entitlement for the reimbursement of housing or schooling costs.

¹⁵ 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/privacy/index_en.htm) and on the EEAS Intranet: <https://intranet.eeas.europa.eu/page/eeas-work/data-protection/privacy-statements>) - [Direct link](#)

¹⁶ Additionally, EEAS staff may apply for a maximum of 8 posts in the internal rotation exercise.

2021 rotation Exercise should none of the 8 posts indicated as priorities be assigned to them.

During the on-line application procedure, candidates must upload either in English or French:

- 1) their CV (preferably using the Europass format <https://europass.cedefop.europa.eu/editors/en/cv/compose>).
- 2) one single motivation letter (maximum 2 pages) covering all posts applied for. Candidates applying for a Head of Delegation post are invited to focus in their motivation letter on their management and interpersonal skills and illustrate these with concrete examples.
- 3) EU officials and Temporary Agents currently working in the EEAS and applying for AD non-management posts may submit as annex to their applications a consolidated list of all internally and externally published postings for which they apply ranked by order of preference. The template to be used for this consolidated list of preferences is annexed to the guidelines (Annex 2).
- 4) the "absence of conflict of interest form" annexed to these guidelines adequately filled in (Annex 3). Additional details on the absence of conflict of interest may be requested at a later stage from the selected candidates.
- 5) Candidates from the Member States and Temporary agents currently working in the EEAS must also upload a copy of their passport/ID.
- 6) Temporary agents currently working in the EEAS must upload a statement confirming i) the renewed support of their Member State Administration (e.g. Ministry of Foreign Affairs) for the post(s) to which they are applying as well as ii) their active service in their Member State Administration. Please refer to eligibility criteria no. 4 above for Temporary agents currently working in the EEAS.
- 7) Candidates from Member States must upload the statement issued by their Ministry of Foreign Affairs described in 4) under "Specific eligibility criteria for candidates from the member states" described above.

**The closing date for applications is:
Friday, 18 February 2022 at 12.00 mid-day
(Brussels time).**

Please note that the **only** way to submit an application is using the on-line system. Any submission by email will not be accepted. **Applications received after the deadline will not be accepted**¹⁷. As the system may experience peak activity around the deadline for applications, candidates are strongly advised to submit their application as **early as possible**.

For correspondence concerning the selection procedures, please use the following email addresses:

For Head and Deputy Head of Delegation posts:
CCA-SECRETARIAT@eeas.europa.eu

For Head of Section and Political Officer posts:
AD-Non-Management-Delegations@eeas.europa.eu

2. Pre-selection and selection

The pre-selection and selection will be done according to the rules set forth in art. 8 (management posts) and 9 (non-management posts) in the EEAS Rotation Decision.

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.

Candidates with disabilities are invited to contact CCA-SECRETARIAT@eeas.europa.eu (for applications to management posts) or EEAS-AD-Non-Management-Delegations@eeas.europa.eu (for applications to non-management posts) 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.

¹⁷ Any technical difficulties must be reported with screenshots before the deadline via the Help function in e-Application.

MINIMUM YEARS OF EXPERIENCE REQUIRED FOR MANAGEMENT POSTS:

**HEADS OF DELEGATION
AND
DEPUTY HEADS OF DELEGATION**

	Posts published at level:		
For candidates from the Member States:	AD12	AD14	AD15
For EU Staff Members:	AD09-14	AD14-15	AD15-16
Management experience	≥ 3 years	≥ 7 years At relevant level	≥ 9 years At relevant level
External relations experience	≥ 6 years	≥ 10 years	≥ 12 years
Professional experience (Member State candidates only)	≥ 12 years	≥ 15 years	≥ 15 years

MINIMUM YEARS OF EXPERIENCE REQUIRED FOR NON-MANAGEMENT POSTS:

	Posts published at level:	
	POLITICAL OFFICERS	HEADS OF SECTION
For candidates from the Member States:	AD07	AD09
For EU Staff Members:	AD05-12	AD05-12
External relations experience	≥ 2 years	≥ 3 years
Professional experience (Member State candidates only)	≥ 6 years	≥ 10 years

EUROPEAN EXTERNAL ACTION SERVICE

**DECLARATION OF ABSENCE OF CONFLICT OF INTEREST BY CANDIDATES IN ROTATION 2022**

As per art. 6 in the 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 (EEAS Rotation Decision), candidates shall “not have any conflict of interest such as to impair their independence if selected for the post. To this end, the candidates shall submit with their application a form declaring that they are free from any such conflict and detailing any actual or potential conflict of interest. This form shall also contain information on the nationalities, professional activities and other relevant facts concerning the spouse of the candidate or dependents living in the same household with the candidate”.

Title/First name/NAME	
Nationality	
Candidate status:	
<input type="checkbox"/> Permanent official of the Institutions of the European Union <input type="checkbox"/> Current Temporary Agent serving in the EEAS <input type="checkbox"/> Candidate from a Member State	
Current employer:	

ASSESSMENT TO BE FILLED BY CANDIDATE

In your opinion, do you have any personal interest, in particular a family or financial interest, or do you represent any other interests of third parties which would actually or potentially impair your independence in the course of your duties in the eventuality of your posting in a EU delegation and which may thus lead to any actual or potential conflict of interest relevant to that position?

YES ☐ NO ☐

If yes, please detail:

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I hereby certify that the information provided in this form is correct and complete and that my curriculum vitae is correct and duly updated.

Date and signature:

TO BE UPLOADED IN E-APPLICATION (“ATTACHED DOCUMENTS” TAB, “OTHERS”