

EEAS VACANCY NOTICE**2022/059 DEL (AD) PO UN/IAEA/OSCE (Vienna)****POLICY OFFICER (OSCE) - POST NO. 161270****Type of post: Administrator****EU Staff Members: AD5-12 – Candidates from the Member States¹: AD7****We are:**

The European Union currently has 144 Delegations, eight of which are to international organisations. In all, 6200 staff are currently serving in these Union Delegations.

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.

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.

We propose:

The position of Policy Officer in the European Union Delegation to the International Organisations in Vienna/OSCE Section.

PLACE OF EMPLOYMENT: Vienna, AUSTRIA**LIVING CONDITIONS ALLOWANCE:** 0%**POST AVAILABLE:** 1 September 2022

Under the responsibility of the Head of Delegation, the selected candidate will assist in fulfilling the Delegation's mandate. In particular, the jobholder will have the following tasks among others:

1. Develop the role of the EU Delegation in particular by ensuring the overall coordination of the contributions from EU MS delegations in Vienna in the politico-military dimension;
2. represent the European Union, as appropriate, in relevant OSCE meetings in the Forum for Security cooperation and Permanent Council contexts;
3. Participate in negotiations on behalf of the EU concerning relevant OSCE documents and initiatives;
4. Develop contacts with OSCE secretariat, EUMS and 3rd country delegations in Vienna as well as with relevant services in HQ and other EU delegations;
5. Organise, support accompany as necessary, and assist in reporting on incoming missions from EEAS or, if requested, from other EU institutions; for official visits to Headquarters by OSCE senior officials report on expectations and suggest a programme; provide input for agenda and briefings;
6. Transmit official correspondence and encourage a regular two-way flow of information, including responding rapidly to specific requests from Headquarter and develop exchange of information with relevant EUDELs;
7. Prepare reports regularly as well as briefings, background notes and proposals for OSCE cross-dimensional issues;
8. Contribute to advice on coherence of EU external policy activities in the OSCE;
9. Contribute to the implementation of EU policy, as appropriate, and to formulation of EU approaches in the OSCE, including as regards EU statements in the policy-making bodies;
10. Advise on strategy formulation in general developments and activities with possible implications for OSCE politico-military and cross-dimensional issues;
11. Contribute to explaining, detailing and defending EU positions and EU policies;
12. Contribute to information activities of the Delegation in all relevant areas including contributing to the Delegation website;
13. Assistance in the identification of areas of cooperation between the EU and the OSCE, including in the OSCE politico-military dimension as well as with regard to OSCE participating States in Central Asia;

¹ Candidates from the Member States are candidates from the national diplomatic services or from other public administration bodies whose tasks at the national level are similar to the core tasks of this position.

14. Contributing to the effective management of existing cooperation activities, including in the OSCE politico-military dimension, Central Asia and Western Balkans;
15. Assistance in the identification of areas of cooperation between the EU and the OSCE, including in the OSCE politico-military dimension, Central Asia and Western Balkans;
16. Contributing to the effective management of existing cooperation activities, including in the OSCE politico-military dimension, Central Asia and Western Balkans ;
17. Assist and replace the Head of Section in performing his or her functions as required;
18. Coordinate with the UN section on Wassenaar Arrangement related issues.

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; Article 29(1)(c) SR.

This Vacancy Notice is based on ADMIN(2021)221 Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 01/07/2021 on the periodic serving of Officials and Temporary Agents in Union Delegations.

We look for:

GENERAL ELIGIBILITY CRITERIA³

Further to the conditions set out in Article 28 SR and 12 CEOS and ADMIN(2021)221 Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 01/07/2021 on the periodic serving of Officials and Temporary Agents in Union Delegations, candidates must:

1. be a national from an EU Member State;
2. be officials of the institutions of the EU, temporary staff to whom Article 2(e) of the CEOS applies, or staff from national diplomatic services of the Member States;
3. have the capacity to work in the languages of CFSP (EN, FR) necessary for the performance of their duties;
4. have proven, pertinent external relations experience - for staff from diplomatic services this experience must have been gained from working in a diplomatic service of one of the Member States.

In the event that no suitable candidate can be identified among EEAS staff, EU officials or staff from diplomatic services of Member States the EEAS may decide to recruit a laureate from an EPSO reserve list.

For posts **graded** at AD5-12, EU staff members must be in one of the grades AD5 to AD12 and have the Type of Post of the Person "ADMINISTRATOR" (AD5-AD12), or they must be AST officials who have successfully passed the certification procedure.

EEAS staff whose Type of Post of the Person is "Senior administrator in transition" (AD14) and "Principal administrator in transition" (AD13) can also show their interest for these jobs. If selected, the candidate will be transferred in the interest of the service. This transfer in the interest of the service will not modify the grade of the Person. Transfers in the interest of the Service are only possible within the same Institution (Article 7 of SR), therefore EU officials AD13 and AD14 from other Institutions are not eligible.

In the event of a successful application, EU staff members will be appointed at their existing grade.

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.

SPECIFIC ELIGIBILITY CRITERIA FOR EU OFFICIALS AND TEMPORARY STAFF TO WHOM ARTICLE 2(e) OF THE CEOS APPLIES ("EU STAFF MEMBERS")

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

1. 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;

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.

2. 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 progression ;
3. 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;
4. the candidate is not eligible for posts/functions to which they have already been assigned in the same Delegation;
5. 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;
6. the candidate is not eligible for a third posting to the same Delegation, irrespective of the functions;
7. 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 authorize a third 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.

TA2(e) staff members should provide a statement by their Ministry of Foreign Affairs in support of their application for this post including the guarantee of reinstatement required by Article 6(11) of Council Decision 2010/427/EU.

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.

SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE NATIONAL DIPLOMATIC SERVICES FROM EU MEMBER STATES

Further to the conditions set out in article 12 CEOS, candidates must:

1. 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;
2. possess a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is at least three years.
3. have the required full-time professional experience (see table below 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 of relevant professional experience, as set out at point 2 above.

	(MS Candidates)	AD7 ⁴
	(EEAS Staff/Officials)	AD5/12
External relations experience (all candidates)		> 2 years
Professional experience (MS candidates)		> 6 years

Candidates from national diplomatic services and current temporary agents engaged under Article 2(e) CEOS must be able to return to active service with their Member State after the end of their period of service to EEAS.

The candidates shall provide a statement issued by their Ministry of Foreign Affairs, which contains at least the following elements:

- a. for candidates to be recruited under Art. 98 (1), first subparagraph, SR:
 - the post to which the candidate applies;
 - that the candidate is a staff member in active service in the Foreign Ministry at the time of application, either as an official or under a permanent employment relation;
 - that the Foreign Ministry endorses his/her application to the post;
 - A guarantee of immediate reinstatement in the Foreign Ministry after the end of their contract with the EEAS/the end of their secondment.

⁴ For information on remuneration, please consult "2021 ANNUAL UPDATE OF THE REMUNERATION AND PENSIONS OF THE OFFICIALS AND OTHER SERVANTS OF THE EUROPEAN UNION AND THE CORRECTION COEFFICIENTS APPLIED THERETO." Link to salary grid table: [OJ C 501, 13.12.2021, p. 11–16](#)

- b. for candidates to be recruited under Art. 98(1), second subparagraph, SR:
- the post to which the candidate applies;
 - that the candidate is a staff member in active service in their Ministry/public administration at the time of application, either as an official or under a permanent employment relation;
 - that the Foreign Ministry endorses their application to the post in question;
 - that the Member State in question/the Ministry of origin guarantees the immediate reinstatement of the candidate in question (to the national public service/public administration/the Ministry of origin) after the end of their contract/secondment to the EEAS.

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

SELECTION CRITERIA

1. General skills and competencies

- excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- excellent capacity to create constructive working relations with national authorities, international organisations and EU Member States;
- strong drafting, communication and analytical skills combined with sound judgement.

2. Knowledge/experience in functioning of the European Union

- excellent knowledge of the EU's internal and external policies and instruments; and of the functioning of the Union and its inter-institutional framework;
- experience and knowledge of CFSP and CSDP-related issues;
- knowledge of the key areas of the delegation's activities.

3. Regional knowledge and language skills

- proven experience in working in a Delegation or an Embassy (or equivalent in an international organisation); significant experience of external relations in the field, including CSDP field missions;
- excellent knowledge of English and French;
- working level knowledge of other official OSCE languages would be an asset
- good cross-dimensional knowledge of the OSCE structures, procedures, dimensions, activities would also be considered an important asset.

TYPE AND DURATION OF CONTRACT FOR NEW TEMPORARY AGENTS

If the successful candidate is from a national diplomatic service and subject to successfully undergoing a medical examination to ensure that she or he is physically fit to perform her/his duties, she or he will be offered a temporary contract under Article 2(e) of the CEOS. Such contracts may not exceed 4 years in duration; their expiry will as far as possible be aligned to the usual date of mobility at Headquarters (currently 31 August each year). The conditions of appointment will be those laid down in the CEOS for temporary agents of AD12.

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

POSTING POLICY⁵

EEAS career development policy places the need for staff to develop a mix of competences at its core, e.g. working in various fields of expertise and responsibilities in the course of a person's career, including postings at Headquarters and Delegations. Therefore, staff members are encouraged to alternate between Delegation and Headquarters postings.

A posting in an EU Delegation is generally for 4, 3, or 2 years. Posting duration may be extended by one year or shortened by one year. Call for interest to apply for extension or early rotation will be launched annually prior to the publication of the rotation exercise. Staff are reminded that extension and early rotation are not a right.

⁵ ADMIN (2021) 221 Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 01/07/2021 on the periodic serving of Officials and Temporary Agents in Union Delegations

For posts with a LCA⁶ of 25% or less, the posting will in principle be for **4 years**.
For posts where the living and working conditions are defined as "difficult" and "very difficult" (30%-40% LCA) the posting will be in principle for **3 years**.

For non-family postings⁷ the posting is reduced to **2 years**.

For candidates currently in compound-confined, non-family posting, please refer to Article 6, point 2(g) of the Decision ADMIN(2021)221.

Applications from officials currently serving in a Delegation who are not included in the 2022 rotation list will be eligible only in the interest of the service. 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.

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 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.

Candidates currently in HQ are expected to have served at least two years in HQ by the expected time of posting in Delegation. Derogation to this rule may only be granted in the interest of the service.

It is in the interest of the service to ensure that staff members in Delegations are able to complete **full postings** before reaching the age of retirement. Before taking any final decisions on nominations, the appropriate Appointing Authority will ensure on a case-by-case basis, in accordance with the Staff Regulations (SR) and Conditions of Employment of Other Servants to the Union (CEOS)⁸ that the successful candidates will indeed be able to complete the relevant full posting for the post for which they were selected. As stated in Article 6, Point 2(a), applications from candidates not fulfilling this requirement will be examined by the Appointing Authority for exceptional and justified reasons and in the interest of the service.

PROCEDURE

It is recalled, that if the interest of the service so requires, the selection procedures can be terminated at any stage and that the post could be filled by a re-assignment according to Article 7 SR.

1. Application

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria in order to avoid exclusion from the selection procedure.

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

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

To log on, an EU LOGIN is required; a helpdesk facility is available here: [Help \(europa.eu\)](https://europa.eu/helpdesk).

During the on-line application procedure candidates must complete the application form, and upload:

- **CV** (in English or French, preferably using the Europass format <http://europass.cedefop.europa.eu/html/index.htm>).
- a **motivation letter** (maximum 2 pages) in either English or French.
- the **certificate** from the Minister of Foreign Affairs (for current temporary agents applying for a renewal of their contract and for candidates from EU national diplomatic services): In accordance with Article 6(11) of Council Decision 427/2010, each Member State shall provide its officials who have become or renew their contract as 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.
- copy of **passport/ID** (candidates from the diplomatic services of the EU Member States).
- the **"absence of conflict of interest form"** annexed to this vacancy notice adequately filled in (Annex 1).
Additional details on the absence of conflict of interest may be requested at a later stage from the selected candidates.

⁶ Living conditions allowance

⁷ Countries presently designated as "non-family postings": Afghanistan, Central African Republic, Iraq, Libya, Somalia, South Sudan, Syria and Yemen. In the case of relocated delegations (e.g. Syria and Yemen) the posting will in principle be for 3 years.

⁸ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

Deadline for submitting applications is **Friday, 29 April 2022 at 12h00 CET** (Brussels time). Candidates are encouraged not to wait until the last minute to submit their application.

Late applications will not be accepted.

For correspondence with the EEAS Human Resources Directorate concerning the selection procedure, please use the following email address: EEAS-AD-NON-MANAGEMENT-DELEGATIONS@eeas.europa.eu

2. Pre-selection

The pre-selection will be done by a panel on the basis of the qualifications and the professional experience described in the CV, and in the motivation letter. The panel will then establish a list of a limited number of eligible candidates who in its opinion best meet the selection criteria for each post.

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 vacancy notice. The selection panel will recommend a shortlist of candidates for a final decision by the relevant Appointing Authority.

SPECIFIC CONDITIONS OF RECRUITMENT AND EMPLOYMENT

SECURITY CLEARANCE

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 to **partner** and family, as well as possible security risks. The Human Resources Directorate may ask for additional information from the applicant in this context.

Successful candidates from the Member States will be required to make a declaration of their commitment to act independently in the public interest and a declaration of any interests which might be considered prejudicial to their independence.

MEDICAL CLEARANCE

A candidate selected for a posting shall be assigned or appointed on condition that they are 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.

Furthermore, 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 postings⁹, 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 posting¹⁰. 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 force¹¹. Failing to do so, the AA/AACC may decide to withdraw its decision on the selection.

⁹ 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.

¹⁰ Article 1e(2) of the Staff Regulations of Officials of the European Union

¹¹ 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.*"

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).

OTHER

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

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 that no accommodation is provided to staff (Annex VII), 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.

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.

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.

Considering that the Political Officer could act as Chargé d'Affaires ad interim in the absence of the Head of Delegation, the selected candidate will need to successfully follow the required trainings (including ABAC) allowing him/her to receive the temporary sub-delegation on the budget managed by the Delegation.

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 us 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.

Contact: EEAS-AD-NON-MANAGEMENT-DELEGATIONS@eeas.europa.eu.

CONTACT FOR FURTHER INFORMATION ON THE POST:

Petra GOMBALOVA KYSLINGEROVA, Head of Division,
[EURCA.1 - Regional Eastern Partnership, Regional Cooperation and OSCE](#)

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EUROPEAN EXTERNAL ACTION SERVICE

**DECLARATION OF ABSENCE OF CONFLICT OF INTEREST**

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:

Nationalities of partner:

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”)