

EEAS Vacancy Notice

Seconded National Expert in the Policy Coordination Division (SG.COORD)

Policy Officer, Council Team

COST-FREE

AD level post

Job No 374817

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.

Within the EEAS, SG.COORD Policy Coordination Division plays a central role to support the HRVP, the EEAS Secretary General and senior management in achieving policy priorities. Through a joined-up approach to interinstitutional coordination, the Division contributes to the effective and efficient conduct of policy and decision-making processes within the EEAS and with regard to the work of the Council and Commission.

We propose:

The post of a “cost-free” Seconded National Expert on the position of Policy Officer for Relations with the Council.

The successful candidate will join the Council Team of the Policy Coordination Division, coordinating all work related to the European Council, the Council and with Member States, in particular the rotating Presidency. Under the direction of the Head of Division and the Head of Sector, she/he will work closely with the Cabinet of the HRVP, EEAS senior management and services and the General Secretariat of the Council on all organisational and substantive preparations of and follow-up to Council meetings. He/She will liaise with EEAS colleagues and contribute to the preparation of non-papers, briefing materials, reports and circulation of relevant documents within the EEAS. Other recurrent tasks include the preparation of briefings for the HRVP, President of the European Council or President of the Commission for meetings with Member State interlocutors.

Functions and Duties:

External relations – Support to European Council, Foreign Affairs Council and other Council formations

- Support the effective participation of the HRVP in European Council, Foreign Affairs Council and other Council formations meetings, including briefings, meeting logistics, reporting and follow-up, in close cooperation with EEAS services and senior management, with the HRVP Cabinet, as well as with the Council, the Commission and Member States.
- Support to the cycle for preparations and follow-up to Foreign Affairs Council meetings in the different configurations chaired by the High Representative, including on preparations with the Member States through Coreper and PSC.

- Facilitate the HRVP's/EEAS' preparation and participation in other Council formations where the external dimension of security-related files warrant an active EEAS input and participation.

Relations with Member States and other EU institutions – EU coordination

- Provide advice and guidance to EEAS services on Council-related working methods.
- Support the HRVP, the President of the European Council, the President of the European Commission, Commissioners and EEAS senior management in bilateral meetings with interlocutors from EU Member States.

Policy analysis and policy promotion

- Follow a number of geographic and topical thematic files of particular interest to the Council and Member States, including as regards the preparation of major upcoming joint initiatives and HR/COM initiatives in that area.
- Contribute to the visibility and outreach efforts of the HRVP and the EEAS Secretary-Generals / Deputy Secretary-General, with a specific focus on the priorities of the Member States.

We are looking for:

The European External Action Service (EEAS) is seeking a dynamic, proactive and highly motivated colleague with strong analytical and networking skills to occupy the post of Seconded National Expert (SNE).

The candidate should have an excellent understanding of EU policy-making and decision-making processes, and a good understanding of inter-institutional relations as well as have relevant political experience in the proposed areas. The candidate will be working in a friendly and dynamic environment and contribute to the work of CPCC. He/she will have to work in an international and multicultural environment in close synergy with Member States and EU institutions.

Legal basis:

- This vacancy is to be filled in accordance with the EEAS Decision of the High Representative of the Union for Foreign Affairs and Security Policy HR DEC(2014) 01 of 04/02/2014 establishing the rules applicable to National Experts seconded to the European External Action Service.

Eligibility criteria:

Candidates must:

- a) Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;
- b) Have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function groups AD or AST as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the Union or, where justified in the interests of the service, professional training of an equivalent level.¹;

¹ 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>

- c) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties;
- d) Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that he/she will carry out;
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;
- f) Remain subject to the social security legislation applicable to the public administration, international administration or entity which employs the SNE and which will assume responsibility for expenses incurred abroad. In case of posting to an EU Delegation, the employer certifies that the SNE is covered for medical expenses incurred at the place of secondment, as well as costs of repatriation on health grounds throughout the full period of secondment;
- g) Ensure that there is no conflict of interest and that he/she will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

Selection criteria:

Candidates should:

A. Professional knowledge

- Have a professional experience of at least 3 years, preferably in a Ministry for Foreign/European Affairs or in a coordinating position in EU affairs.
- Have extensive knowledge of EU institutions and related decision making processes, CFSP-CSDP, justice and home affairs, EU external action and related EU external policies (geographic and thematic).
- Experience in the work of the Council and its preparatory bodies, notably in a Permanent Representation or the EU Department in a Ministry of Foreign Affairs would be an asset.

B. Skills

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment and on complex issue.
- Have the ability to work in a team, to coordinate and to communicate effectively; show a proactive approach to problem solving; ensure representation of the Division and the EEAS as appropriate.
- Have solid analytical capability as well as excellent drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

C. Languages

- A thorough knowledge (capacity to write and speak) in English and French is required.

D. Personal Qualities

- Dynamic, motivated and very resilient personality. Able to adapt quickly to new situations and deal with new challenges, delivering high quality under time pressure. Strong team spirit.

Equal opportunities

- The EEAS is committed to an equal opportunities policy for all its staff and applicants. 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 that 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 SNE-HQ@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.

Conditions of secondment

SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer.

Duration of the secondment: 2 years, renewable up to 4 years in total

Vacancy available from: Immediately

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu
