

Vacancy notice 2022-079 DEL (AD) HOD UNITED KINGDOM

**EEAS Vacancy Notice –
HEAD OF DELEGATION TO THE UNITED KINGDOM**

Type of post "Director General"

EU Staff Members – AD 15-16 – Candidates from the Member States – AD 15

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 European External Action Service (EEAS) is looking for an individual to fill the post of **Head of Delegation of the European Union to the United Kingdom**.

The Delegation is placed under the authority of the High Representative of the Union for Foreign Affairs and Security Policy.

We propose:

The position of Head of Delegation to the United Kingdom.

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 43 staff, of whom 29 are officials/temporary/contract agents) and financial resources.

The key areas of activity of the Delegation relate to political, foreign policy and security matters, trade, internal market (incl. labour related), as well as external aspects of Union policies (research & innovation, education, climate change, energy, fisheries, etc.)

This position is a Head of Delegation Post (AD15-16). Candidates from the diplomatic services of Member States would be recruited at AD 15 level.

The post in principle will be for a 4 year duration and involves travel.

The Head of Delegation of the European Union to the United Kingdom will assist the High Representative and the Commission in fulfilling their mandates in the field of external relations, and, in particular, will have the following tasks:

- To represent the EU and to ensure a high degree of consistency between the different areas of the EU's external actions and between these and its other policies;
- To pursue the EU's policies and their local coherence in all areas, to promote and protect the EU's interests and values, and to promote the visibility of the EU by carrying out press, information and communication activities, including through social media;
- To ensure strong relations across the whole policy spectrum, including in the political, economic, commercial, security fields as well as in other relevant areas of EU policy;

- To carry out and promote regular political dialogue;
- To maintain contacts, exchange information and coordinate with Member States represented in the United Kingdom in the implementation of EU policies and to report regularly to the Headquarters of the EEAS and the Commission as appropriate on all matters covered by his/her mandate and maintain relations with other EU institutions as well as any regional and international organisations in the United Kingdom;
- To provide advice and support to the EEAS Headquarters, to the Commission and to the office of the President of the European Council as appropriate on policy issues and developments arising within the framework of the EU-UK bilateral relations;
- To ensure sound management of the Delegation, including financial management and correct application of the existing rules concerning the security of individuals (including the families of expatriated staff), goods and property as well as information; manage unforeseen situations and ensure continuity of Delegation operations, including in the framework of business continuity.

This position is a Director General type of post (AD 15-16 Level). Candidates from the diplomatic services of the Member States would be recruited at AD 15 Level.

The post in principle will be for a four-year duration.

Legal Basis

The successful candidate for this position will be:

- appointed in accordance with Article 29 of the Staff regulations (SR) if he or she is an official or a temporary agent to whom Article 2(e) of the Conditions of Employment of Other Servants (CEOS) applies.
- recruited in accordance with Article 98(1), first subparagraph, of the SR if the candidate comes from the national diplomatic service of a Member State; such candidates shall be recruited at the level of AD 15.
- recruited in accordance with Article 98(1), second subparagraph, of the SR if the candidate comes from one of the public services of the Member States whose tasks at the national level are similar to the core tasks of this position; such candidates shall be recruited at the level of AD 15.
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We look for:

Eligibility Criteria¹

General

Further to the conditions set out in Art 28 of the Staff Regulations (SR) or Art 12 of the Conditions of Employment of Other Servants (CEOS), candidates must:

1. be nationals of one of the EU Member States and enjoy full rights as a citizen;

¹ All the eligibility criteria must be met on the closing date for applications to this post.

2. be permanent officials of the Union institutions, or temporary agents to whom Article 2(e) of the Conditions of Employment of Other Servants (CEOS) applies, or staff from diplomatic services of the Member States;
3. have the capacity to work in languages of the CFSP and external relations necessary for the performance of their duties. Knowledge of other EU languages would also be an asset;
4. have at least twelve years' proven, pertinent external relations experience - for staff from national diplomatic services this experience must have been gained from working in a national administration of one of the Member States.

Without prejudice to exemptions authorised by the Appointing Authority for exceptional and justified reasons, an official applying for a posting shall be subject to the following conditions by the time of posting²:

- 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 progression;
- 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.

Without prejudice to the conditions laid above, and without prejudice to authorisation by the Appointing Authority for exceptional reasons in the interest of the service, candidates for a management post in a Union Delegation shall:

- a. have no less than nine years' management experience
- b. 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.

- SPECIFIC ELIGIBILITY CRITERIA FOR EU OFFICIALS AND TEMPORARY AGENTS FROM NATIONAL DIPLOMATIC SERVICES TO WHOM ARTICLE 2(E) OF THE CEOS APPLIES ("EU STAFF")

1. EU staff members (i.e. EU officials, and temporary staff to whom Article 2(e) of the CEOS applies) applying for this post must be AD15–AD16:

EU staff members (i.e. EU officials, and temporary staff to whom Article 2(e) of the CEOS applies) at AD14 are eligible to apply if they have at least 2 years seniority at that grade.

² 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

In the event of a successful application, EU staff members at AD15-16 will be appointed at the same grade. EU staff members at AD14 will be promoted to AD15.

2. 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, applications from staff members currently serving in a Delegation and who are not in rotation, 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 (further on, "career progression").³ In addition, if they wish to apply for a post on the basis of career progression they should have spent at least 2 years on their current post when they take-up-duty.
3. Officials shall serve in Union Delegations for no more than two consecutive postings. 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.
4. EU staff members currently in Headquarters who will have completed less than 2 years in Headquarters by the time of taking up duty are not eligible, and their application will only be taken into consideration in case of career progression, or when it concerns EU staff members falling within the category of Managers in Mobility.
5. Candidates who at the moment of the application are EU officials, independently of their administrative status (including officials on leave on personal grounds), cannot request to be recruited as temporary agents under Article 2(e) of the CEOS, i.e. staff seconded from national diplomatic services of the Member States.

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.

6. Candidates who at the moment of the application are Temporary Agents to whom Article 2(e) of the Conditions of Employment of Other Servants (CEOS) applies must provide a statement issued by their Ministry of Foreign Affairs containing the elements provided for by the specific eligibility criteria for candidates from member states.

- SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE DIPLOMATIC SERVICES OF THE MEMBER STATES

In line with Art 12 of the CEOS and in accordance with the needs of the service, candidates from the diplomatic services of Member States of the Union must:

1. 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

³ Career progression" refers to applications of for a higher type of post according to Annex I SR. It is designed to allow staff to develop within the organisation. In this case, it refers to staff members with at least 2 years of seniority in a Director position who are applying for a Director General post. It is in the interest of the service that EU staff members in a delegation and who wish to apply for a post on the basis of career progression should have spent at least 2 years on their current post when they take-up duty.

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.

2. have gained at least 15 years' full time professional experience. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience;

Candidates must indicate their level of education and professional experience on the application form.

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.

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.

Furthermore, candidates which would be recruited as temporary agents under Article 2(e) of the CEOS and the temporary agents under Article 2(e) CEOS currently employed in the EEAS must be in a position to serve during the full duration of their assignment within the maximum duration of engagement in the EEAS

3. Candidates from the Member States should be in active employment in their public service of origin at the moment of the application.

Selection Criteria

The applications of the candidates will be screened in the pre-selection phase according to the following general criteria:

1. General skills and competencies

- Have an excellent ability to maintain diplomatic relations at a senior level and to ensure representation, communication and management in a complex, multicultural environment;
- Have an excellent capacity to play a lead role in negotiations in the field of external relations with national authorities, international organisations and EU Member States;
- Have strong communication and analytical skills combined with sound judgement;
- Have proven experience in leading and motivating teams, particularly in a multi-disciplinary and multi-cultural environment, and a management experience
- Have good knowledge and/or experience in budgetary, administrative and financial management.

2. Knowledge/experience in functioning of the European Union

- Have excellent knowledge of the external relations, internal policies and functioning of the Union and its inter-institutional framework;
- Have proven experience in and in-depth knowledge of CFSP and CSDP-related issues;

3. Regional knowledge and language skills

- Have proven experience in and knowledge of the key areas of activity of the Delegation;

Furthermore,

- Candidates must be able to work in a different socio-cultural environment and to adapt quickly to evolving situations;
- experience in working in a Delegation or an Embassy, an international organisation, or significant experience of external relations in the field would be an asset.
- Good knowledge of the United Kingdom
- Fluency in English is required.

POSTING POLICY

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.

For posts with a LCA⁴ 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 postings⁵ 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)⁶ 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.

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 AD15.

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. A management probationary period of the same duration is also required.

⁴ Living conditions allowance

⁵ 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.

⁶ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

PLACE OF EMPLOYMENT

London, UK

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 **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 postings⁷, 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 posting⁸. 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

⁷ 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.

⁸ Article 1e(2) of the Staff Regulations of Officials of the European Union

successful candidate to comply with the national rules in force⁹. 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).

OTHER

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).

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.

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.

As Authorised Officer by Sub-Delegation, Heads of Delegation will need to successfully follow the required trainings (including ABAC) before received the sub-delegation on the budget management 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 cca-secretariat@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.

⁹ 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.”*

PROCEDURE¹⁰

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

1. Application

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. 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 recent statement by their Ministry for Foreign Affairs (issued within the past 6 months) confirming their membership of a diplomatic service.

All candidates will have the opportunity to follow the progress of their application through the on-line system.

The closing date for the submission of applications is **24 June 2022 at 12.00 midday** (Brussels' time - CET). 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 procedures, please use the following email address: cca-secretariat@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 motivation letter, and will produce a shortlist of a limited number of eligible candidates who best meet the selection criteria for the post.

3. Selection

The candidates who have been shortlisted will be invited for an interview so that the selection panel (the Consultative Committee on Appointments) 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 to the High Representative, who will make the final selection.

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 transfer in accordance with Article 7 of the SR.

¹⁰ 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/rights/index_en.htm

POST AVAILABLE: Date to be decided at a later stage

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