

EEAS Vacancy Notice

Seconded National Expert in the Directorate for Europe (MD EUROPE)

Policy Officer, Western Europe / Arctic / Regional Division (EUROPE.1)

COST-FREE

AD level post

Job No 395328

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.

We propose:

The post of a “cost-free” Seconded National Expert on the position of Arctic Policy Officer in the Western Europe / Arctic / Regional Division.

The successful candidate will work with the EU Special Envoy for Arctic matters, in order to assist in his mandate to promote the EU's policy for Arctic matters, in close cooperation with the Commission, EU Member States - in particular the Presidency of the Arctic Council, to support the EU's role in extensive Arctic cooperation, to increase visibility of the EU's internal policies and actions, which contribute to addressing the global and specific challenges facing the Arctic region and its people.

Functions and Duties:

Under the direct supervision of the Special Envoy for Arctic matters, the successful candidate would:

- Contribute to the EU's role in Arctic matters, particularly in the context of the implementation of the EU's updated Arctic policy;
- Maintain good relations with other Divisions within the EEAS, especially with the “Eastern Partnership, Regional Cooperation and OSCE” Division - that also deals with Arctic and Barents matters and other regional cooperation structures in the North, as well as with related European Commission services, EU Member States, partner countries and other Arctic stakeholders;
- Maintain close relations with the Arctic Council in order to ensure an optimal cooperation with the Presidency of the Arctic Council and with the Barents Euro-Arctic Council, also taking into account recent political developments;
- Contribute to further developing EU's public communication on Arctic issues, including assisting in the management of the Arctic Website, and active use of social media.

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 a good understanding of EU policy-making and decision-making processes, and an 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 Europe.¹ 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;
- 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.

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>

Selection criteria:

Candidates should:

A. Education and Training

- Have a university diploma in law, political science, economy, business administration or any other related issue.

B. Knowledge and experience

- Have proven diplomatic experience of 5-10 years including in EU external relations and have demonstrated good political judgment;
- Be a well-motivated, stress resistant team worker with excellent analytical, communication and drafting skills capable of representation in an autonomous way;
- Have good knowledge and experience in Arctic matters;
- Be able to manage modern communication media.

C. Skills

Linguistic skills:

- Have excellent speaking and drafting skills in English. Knowledge of French or German or a Scandinavian language or Russian is an advantage.

Communication and writing skills:

- Be able to work and communicate under time constraints in an international diplomatic and multilingual environment;
- Be able to draft clear, short briefings and speeches, with strong, clear key messages.

Interpersonal skills:

- Have the following skills in working with a team: coordination and communication.

Intellectual skills:

- Have a solid analytical capability as well as drafting and reporting skills;
- Have a rapid grasp of problems and capacity to identify issues and solution.

D. Personal Qualities

- Be dynamic, working with enthusiasm and dedication;
- Have a very motivated, flexible and friendly personality;
- Be able to adapt quickly to new situations and deal with new challenges.

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 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 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: 1 August 2022

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu
