

Vacancy notice 2022 – 134 DEL (AD) DHOO KOSOVO - Extension

**EEAS Vacancy Notice –
DEPUTY HEAD OF OFFICE, EUROPEAN UNION OFFICE IN KOSOVO**

Type of post "Head of Unit or equivalent"

EU Staff Members – AD 9-14 – Candidates from the Member States – AD 12

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 Deputy Head of Office in the EU Office in Kosovo.

The Deputy Head of Office assists the Head of Office in all tasks, including the management of a large number of EEAS and Commission members of staff and financial resources (an administrative budget of approximately €2.6 million and an operational of approximately €80 million).

We propose:

The Deputy Head of Office assists the Head of Office in carrying out his tasks, provides advice and support to the Head of Office in all key areas and represents him in his absence. In particular, the Deputy Head of Office assists the Head of Office in the management of all staff and financial resources.

More specifically, the Deputy Head of Office:

- Ensures efficient overall operation of the Office by co-ordinating the Office's work across all sections and ensure implementation and follow-up of key sectoral, thematic and horizontal tasks;
- Provides guidance and support to the administration section, including security issues;
- Ensures a well-functioning administration of the office, including sound contractual and financial management respecting relevant standards, instructions, rules and regulations within the framework of the sub-delegation of powers as authorising officer and on behalf/in substitution of the Head of Office;
- Oversees the preparation of the administrative budget with the Administrative Section and Head of Office;
- Oversees all procedures related to the implementation of the administrative budget; visa of reports on administrative expenditures (Head of Office signature);
- Acts as authorising officer by sub-delegation for administrative expenditures.

This position is a Deputy Head of Office Post (AD9-14). Candidates from the diplomatic services of Member States would be recruited at AD 12 level.

The place of employment is Pristina.

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

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 12.

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;
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 six 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

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

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/Offices

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 two years' management experience with responsibility for at least six subordinate staff members³;
- 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 AD9–AD14:⁴

EU staff members (i.e. EU officials, and temporary staff to whom Article 2(e) of the CEOS applies) at AD 8 are eligible to apply if they have at least 2 years seniority at that grade.

In the event of a successful application, EU staff members at AD9-14 will be appointed at the same grade. EU staff members at AD8 will be promoted to AD9.

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

³ In their CVs applicants should indicate management experience in terms of: (1) title and role of management positions held, (2) numbers of staff overseen in these positions, (3) the size of budgets managed, and (4) numbers of hierarchical layers above and below and number of peers.

⁴ Notwithstanding this criterion, and in order to ensure equality of treatment between candidates from the different statutory sources of EEAS recruitment, the Appointing Authority may, in exceptional and duly justified cases and solely in the interests of the service, decide to accept an application for a post from EU staff members whose grade would otherwise exceed the bracket specified for the post in question. Such decision may only be made within the limits contained in the EEAS establishment plan.

type of post (further on, "career progression").⁵ 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
 - 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 12 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.

⁵ '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 "Administrators" AD8 who are applying to a "Head of Unit or equivalent" type of post for the first time.

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

- 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.

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;
- 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;
- 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 Office;

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, including CSDP missions;
- knowledge of the wider regional context;

would be a strong 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. A management probationary period of the same duration is also required.

PLACE OF EMPLOYMENT: Pristina

POST AVAILABLE: 01/09/2022

SPECIFIC CONDITIONS OF EMPLOYMENT

The successful candidate will be required to undergo security vetting if he/she does not already hold EU SECRET level security clearance, in accordance with the relevant security provisions.

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.

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.**PROCEDURE**⁶

⁶ 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

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 extended until **22 September 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 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 Director for Human Resources, who will make the final selection.

Shortlisted candidates who have not been Deputy Head of Delegation will be invited to an Assessment Centre.

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.

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