



EUROPEAN EXTERNAL ACTION SERVICE (EEAS)

**Rotation 2023 - REPUBLICATIONS**

**Head of Section/Political Officer posts**

**Open to: EU Officials and staff from Member States' diplomatic services.**

**EXTERNAL PUBLICATION**

The European Union currently has 145 Delegations, nine of which are to international organisations. In all, 6.200 staff are currently serving in these Union Delegations.

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.

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.

**WE LOOK FOR:**

The European External Action Service (EEAS) is looking for individuals to fill posts in EU Delegations as per the list in ANNEX 1.

**WE PROPOSE:**

Under the responsibility of the Head of Delegation, and/or the Head of Political Section or Political, Press and Information (PPI) Section, the selected candidates will assist the Head of Delegation and/or Head of Political or PPI Section in fulfilling their mandate and will have, in particular, the following tasks among others:

1. To contribute to the work of the Delegation in the management of the EU Presidency functions, and to represent the Head of Delegation when necessary in his/her absence;
2. To pursue the EU's policies in all areas, promote and protect the EU's interests and values, and to promote the visibility of the European Union;
3. To support and promote bilateral political relations;
4. To liaise with local civil society organisations;
5. To maintain contacts, exchange information, and chair various EU coordination groups in the implementation of EU policies;
6. To monitor, analyse, and report regularly to Headquarters on internal and regional political developments, foreign policy and/or other policy areas of relevance for EU interests;
7. To maintain relations with regional and/or international, organisations present in the host country;
8. For Head of Section posts: to manage the work of the Section and effective interaction with other sections in order to ensure that priorities and objectives set by the Head of Delegation are fulfilled;
9. For Head of Political and PPI Sections and for Heads of Press and Information Section (PI): to carry out press, information and communication activities and to manage the Press and Information budget in liaison with the Administration Section. Regular qualitative and financial evaluations and reporting to Headquarters;
10. To liaise regularly with Headquarters and provide advice as appropriate on policy issues;
11. To provide support to visitors from EU institutions;
12. To provide briefing dossiers, speeches, statements, press releases and articles, as requested;
13. Where applicable: Visa and consular issues;
14. Tasks of Deputy Security Officer (security of the Delegation, its staff and coordination with MS on security issues) may be assumed (when the Head of Section or Political Officer is first in line after the Head of Delegation).

**SELECTION CRITERIA:**

For general and specific eligibility criteria, posting policy, conditions of recruitment and employment and application and selection procedure, please refer to the EEAS Rotation Decision<sup>1</sup> and to the annex "GUIDELINES FOR THE 2023 ROTATION OF AD POSTS IN THE EU DELEGATIONS - EXTERNAL PUBLICATION".

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<sup>1</sup> ADMIN(2021) 221 Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 1<sup>st</sup> of July 2021 on the periodic serving of Officials and Temporary Agents in Union Delegations.



## EUROPEAN EXTERNAL ACTION SERVICE (EEAS)

### Main criteria by function for all posts

#### Candidates should have:

- a proven ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- a proven capacity to co-ordinate relevant committee and working group meetings with national authorities, international organisations and EU Member States;
- experience and knowledge of the external relations, internal policies, functioning of the Union and of CFSP and CSDP-related issues;
- strong drafting, communication and analytical skills combined with sound judgement;
- experience in budgetary and financial management (for Head of PPI Section posts);
- experience in international negotiations (for Head of Political and PPI Section posts).

#### Furthermore, the following would be assets:

- experience in working in an Embassy, a Delegation, an international organisation or significant experience of external relations in the field, including CSDP field missions;
- experience in thematic/horizontal areas of relevance to the Delegation and/or experience on external aspects of internal policies of particular importance in the host country;
- experience in international negotiations;
- experience in leading and motivating teams (for Head of Section posts).
- experience of working in multi-disciplinary and multi-cultural environment
- good knowledge of the country, its culture, and the region as a whole;
- knowledge of locally spoken languages.

Please be aware that it is compulsory to obtain a personnel security clearance ('PSC') at a level not lower than EU SECRET for assignment in an EU Delegation. This is in accordance with Article 3(2) of the 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 EEAS (the 'PSC Decision'). Any questions in this regard should be addressed to [EEAS-SECURITY-CLEARANCE@eeas.europa.eu](mailto:EEAS-SECURITY-CLEARANCE@eeas.europa.eu).

Before the formal decision on appointment is taken, candidates will be contacted by our services in order to verify compliance with the relevant medical requirements for the post as appropriate. This includes a psychological assessment which the AA/AACC reserves the right to request for candidates selected notably for posts in countries where the living conditions are considered particularly difficult (i.e. 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 medical visit might not be required for EEAS staff when moving from one EU Delegation to another, unless the Living Conditions Allowance (LCA) for the new posting is 30% or higher.

#### APPLICATIONS:

Candidates must apply exclusively through the online system, e-Application<sup>2</sup>:

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

For correspondence with the EEAS Budget and Human Resources Directorate concerning the selection procedures, please use the following email address:

[EEAS-AD-NON-MANAGEMENT-DELEGATIONS@eeas.europa.eu](mailto:EEAS-AD-NON-MANAGEMENT-DELEGATIONS@eeas.europa.eu).

**DEADLINE for APPLICATIONS: Friday, 17 February 2023 at noon (Brussels time)**

**TAKE-UP DUTY DATE: 1 September 2023<sup>3</sup>.**

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<sup>2</sup> Your personal data will be processed in accordance with Regulation (EU) 2018/1725, as implemented by ADMIN(2019)8 decision of the High Representative of the Union for Foreign Affairs and Security Policy. The privacy statement is available on the Europa website: ([http://eeas.europa.eu/data\\_protection/rights/index\\_en.htm](http://eeas.europa.eu/data_protection/rights/index_en.htm)). Link: ([Processing personal data related to Recruitment and Mobility Procedures for Officials and Temporary Agents within the EEAS](#))

<sup>3</sup> This date may be advanced or postponed, for duly justified reasons, on a case-by-case basis.



## EUROPEAN EXTERNAL ACTION SERVICE (EEAS)

### ANNEX 1

(listed in alphabetical order of Delegation)

Job Number	Delegation	Job Title	LCA	Duration *	Type of post	Grade for EU officials and current TA2(e) staff	Recruitment grade (only for new TAs)
171421	DJIBOUTI	Head of Political, Press and Information Section	35%	3	Administrator	AD5-12	AD9
165377	ERITREA	Head of Political, Press and Information Section	40%	3	Administrator	AD5-12	AD9
152240	HAITI	Head of Political, Press and Information Section	40%	3	Administrator	AD5-12	AD9
151721	ICELAND	Head of Political, Press and Information Section	0%	4	Administrator	AD5-12	AD9
152077	IRAQ**	Head of Political, Press and Information Section	40%	2	Administrator	AD5-12	AD9
298210	GEORGIA	Political Officer	20%	4	Administrator	AD5-12	AD7
193085	IRAQ**	Political Officer	40%	2	Administrator	AD5-12	AD7
161457	JAPAN	Political Officer	0%	4	Administrator	AD5-12	AD7
373016	LIBYA**	Political Officer	40%	2	Administrator	AD5-12	AD7
302098	UNITED KINGDOM***	Political Officer	0%	4	Administrator	AD5-12	AD7

\* May change subject to the annual review of Living Conditions Allowances.

\*\* Non-family posting.

\*\*\* Take-up duty date: **01/07/2023**.