

## **Vacancy notice 2023/087– HQ (AD)**

### **EEAS Vacancy Notice Administrator**

#### **Administrator – Deputy Head of Division – Parliamentary Affairs Division**

#### **EEAS.SG.2**

#### **(EU Staff Members: AD5-12/ Candidates from member states<sup>1</sup>: AD09)**

#### **Job n. 179303**

#### **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' mission to promote the EU's role as a global actor, the Parliamentary Affairs Division (SG.2) offers professional support, analysis and advice to the HRVP and the EEAS management on all institutional or policy-issues concerning the relations between the EEAS and the European Parliament. The Team reaches out towards EP administration and Members, works closely with the Cabinet of the HR/VP and senior members of the EEAS management, attends and reports on all EP meetings of relevance to the EEAS – both in Brussels and Strasbourg, ensures smooth inter-institutional coordination and information flow and manages and coordinates parliamentary questions as well as EEAS replies to Petitions.

Further to EP-related issues, the Division is also responsible for other inter-institutional relations, i. a. with National Parliaments, the European Ombudsman, the European Economic and Social Committee and the Committee of the Regions, coordinating the EEAS response to formal and informal queries from these institutions and bodies. In addition, the Division also represents the EEAS in the meetings of the Council's Working Party on General Affairs (GAG). Finally, the Division is also responsible for handling Access to Documents and Information to citizen requests within the EEAS.

#### **We propose:**

The position of **Deputy Head of Division** in SG.2 – the Parliamentary Affairs division: Administrator - AD5-AD12.

Candidates from national diplomatic services: AD09.

The main responsibilities of the post are as follows:

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<sup>1</sup> Candidates from the Member States are candidates from the national diplomatic services or from other public administration bodies whose tasks at the national level are similar to the core tasks of this position in line with Art 98(1) of the Staff Regulations.

- Support the Head of Division in the planning and management of the Division's activities;
- Substitute the Head of the Division in the overall management and representation of the division during his absence;
- Ensure effective coordination with other EEAS divisions in the day-to-day management including information flows, agenda management, and administrative questions;
- Overall follow-up of policy developments within the European Parliament and its Committees;

Specific tasks include:

- Participating in the EP Sub-Committee on Security and Defence (SEDE);
- Participating in the EP Committees on Budget (BUDG) and Budgetary Control (CONT);
- Maintain relations with the General Affairs Group of the Council, including the re-negotiation of the 2002 IIA concerning EP's access to classified information in the field of CFSP/CSDP;
- Implement the Guidelines on EP Delegations' visits to third countries ;
- Develop internal guidelines and procedures.

This position is classified as an "Administrator" type of post<sup>2</sup> in the grade bracket AD 5-12.

Candidates from the diplomatic services of Member States would be recruited at AD09 level.

The duration of the assignment to the post shall be, in principle, four years.

The vacancy is to be filled in accordance with the following articles of the Staff regulations<sup>3</sup> (SR): Article 29(1)(a) SR and Article 98 SR; Article 29(1)(b) SR ; Article 29(1)(c) SR

The successful candidate for this position will be:

- appointed in accordance with Article 29(1)(a) 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 AD09.
- 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 AD09.
- appointed in accordance with Article 29 (1) (b) of the Staff regulations (SR) if he or she is an official from another institution.
- recruited in accordance with Article 29(1) (c ) if it was not possible to fill the vacant post through any of the previous possibilities mentioned.

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<sup>2</sup> According to the Annex I of the Staff Regulations

<sup>3</sup> 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>

## **WE LOOK FOR:**

### **ELIGIBILITY CRITERIA<sup>4</sup>**

#### **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 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. In exceptional cases and after having exhausted the possibilities to recruit from the above categories, the EEAS may examine, pursuant to Article 98(1), second subparagraph, of the SR, applications from candidates from other public services of the Member States whose professional experience at the national level is directly relevant to the core tasks of this position. Competition EPSO laureates who are on a valid reserve list established in accordance with Article 30 SR may have their candidatures considered only in the event that no suitable candidate can be found among candidates covered by article 29(1)(a) and article 98 SR or article 29(1)(b) SR;
2. have the capacity to work in the languages (English and French) of the Common Foreign and Security Policy (CFSP) and external relations, necessary for the performance of their duties. Knowledge of other EU languages would also be an asset;
3. have at least 3 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.

#### **- 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 occupy a post in the category AD5–AD12 or have occupied such a post as the last post before their change in administrative status in accordance with Article 35 SR or occupy a post AST and be on the list drawn up according to Article 45a(c) SR (certification list).
2. Due to the need to ensure sound financial management of the limited financial resources and 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 are not eligible unless they are included in the rotation or mobility exercises and if the day for submitting the applications for the vacancy notice is less than six months from the end of their current posting. Other applications may only be considered in the interest of the service or in duly justified situations.
3. 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. In the case of applications from EU officials on leave for personal grounds, successful candidates will be reinstated into active employment in accordance with Articles 35(a) and Article 40 of the Staff Regulations.

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<sup>4</sup> All the eligibility criteria must be met on the closing date for applications to this post.

EEAS Officials assigned according to Article 30 of the annex XIII SR to the type of post "*Senior Administrator in transition*" (AD14) or "*Administrator in transition*" (AD13) can apply for posts which correspond to the type of post of Administrator. If selected they will be transferred within the EEAS. As a consequence, EU officials AD13 and AD14 from other Institutions are not eligible.

4. 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 new statement issued by their Ministry of Foreign Affairs containing the same elements as requested for candidates from member states (see specific eligibility criteria for candidates from the Member States, point 2).

**- SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE MEMBER STATES TO BE RECRUITED IN ACCORDANCE WITH ARTICLE 98 SR.**

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.<sup>5</sup>

2. have gained at least 10 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 Ministry of Foreign Affairs at the time of application, either as an official or under a permanent employment relation;
  - that the Ministry of Foreign Affairs endorses his/her application to the post;
  - a guarantee of immediate reinstatement in the Ministry of Foreign Affairs after the end of their contract with the EEAS.
- 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 Ministry of Foreign Affairs endorses their application to the post in

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<sup>5</sup> The minimum of one year of professional experience required under (b) counts as an integral part of the above qualification and cannot be included in the professional experience required under point 2.

- 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 with the EEAS.

If candidates are unable to provide this document from their Ministry of Foreign Affairs, their application will be deemed ineligible.

Furthermore, candidates who would be recruited as temporary agents under Article 2(e) of the CEOS 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:**

Candidates should:

- have an excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- have an excellent capacity to create constructive working relations with national authorities, international organisations and EU Member States;
- have strong drafting, communication and analytical skills combined with sound judgement;
- have excellent knowledge of external relations, inter-institutional relations and functioning of the Union;
- have experience and knowledge of CFSP and CSDP-related issues;
- have knowledge and prior, proven experience in the key areas of working with the European Parliament and inter-institutional relations for more than 5 years;
- have a solid knowledge of EEAS procedures and working methods.

Furthermore:

- experience of working in an Embassy, a Delegation (or equivalent in an international organisation);
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience of negotiations, including in an inter-institutional setting;
- experience working in the General Affairs Group of the Council.

would be considered assets.

### **TYPE AND DURATION OF CONTRACT FOR CANDIDATES FROM NATIONAL DIPLOMATIC SERVICES**

If the successful candidate is not an EU staff member, he or she will be required to undergo a medical examination to ensure that she or he is physically fit to perform the duties.

The successful candidate 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).

All newly engaged temporary staff are required to complete successfully a probationary period of 9 months.

## **PLACE OF EMPLOYMENT**

Brussels, Belgium

## **SPECIFIC CONDITIONS OF EMPLOYMENT**

The successful candidate will be required to undergo security vetting if she or he 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 sign a conflict of interest form as part of the recruitment process.

## **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 the functional mailbox ([EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu](mailto:EEAS-HQ-APPLICATIONS-AD@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<sup>6</sup>**

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 aforementioned 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.

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<sup>6</sup> 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.html](http://eeas.europa.eu/data_protection/rights/index_en.html)

In case of connection problems, you can also refer to the complete EU Login user guide: [https://webgate.ec.europa.eu/cas/manuals/EU\\_Login\\_Tutorial.pdf](https://webgate.ec.europa.eu/cas/manuals/EU_Login_Tutorial.pdf)

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, or endorsement in case of candidates to be recruited under Art. 98(1), second subparagraph, SR3

The closing date for the submission of applications is **30 May 2023 at 12.00 midday** (CET - Brussels' time). 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: [EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu](mailto:EEAS-HQ-APPLICATIONS-AD@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 make a recommendation to the AIPN, 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.

**CONTACT:** Mr Nereo Peñalver Garcia, Head of Division  
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**POST AVAILABLE:** 1 September 2023