

**Vacancy notice 2023 – 114 HQ (AD) Principal Adviser - Special Envoy for Small Island Developing States (SIDS)**

**EEAS Vacancy Notice –  
Principal Adviser - Special Envoy for Small Island Developing States (SIDS)**

**EU Staff Members – AD 14-15– Candidates from the Member States – AD 14**

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 position of **Principal Adviser – Special Envoy on Small Island Developing States (SIDS)**.

The Principal Adviser will work under the administrative authority of the Deputy Secretary General for Economic and Global issues. S/he will:

- Ensure the coordination of the EU positions on policy and sectoral issues of major interest to SIDS;
- Identify undesirable impact of EU current or upcoming legislation in the interest of SIDS and identify means to address them through contacts with the responsible Commission Services;
- Support the EEAS Envoy on Climate and Environment and Envoy on Energy in addressing the specificity of SIDS and preparing outreach/convergent positions and messages on key files;
- Promote EU positions on multilateral files that are important to SIDS;
- Listen to their concerns and priorities with a view to finding common areas of concern and interest, in close coordination with EU Delegations in Geneva and NY; Support, EEAS geographic and thematic divisions and Commission DG:s in identifying the position of SIDS on key files at multilateral level, in cooperation with the EU Delegations;
- Open a dialogue on the particular sensitivities for SIDS on the reform of the IFI's to follow up on the finalisation of Post-Cotonou and the implications/interests for the SIDS;
- Meet regularly with the Ambassadors/representatives of the SIDS in Brussels;
- Reach out to EU Delegations to the SIDS – in consultation with EEAS geographical and thematic divisions – to prepare lines to take and convey EU positions;
- Use reach out opportunities in the margins of key summits of Ministerial meetings or events.

This position is a Principal Adviser type of post (AD 14-15 Level). Candidates from the diplomatic services of the Member States would be recruited at AD 14 Level.

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

## **LEGAL BASIS:**

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

## **We look for:**

### **Selection criteria:**

Applicants should:

- Have an excellent ability to maintain diplomatic relations at senior level and to ensure representation and communication in a complex multicultural environment, and in negotiations with Member States, third countries and International Organisations;
- Have a very good understanding of the EU external policies and their linkages with other relevant policy areas;
- Have an excellent understanding of the EU inter-institutional processes;
- Have strong analytical skills combined with sound political judgement, as well as excellent oral and written presentation, communication and negotiation skills;
- Have strong capacity for strategic thinking, developing policy concepts and prioritising, combined with the ability to formulate effective strategies to communicate those policies;
- Have the ability to create and maintain a strong network of contacts with internal and external stakeholders (including Member States, the European Parliament, third countries, International Organisations, NGOs);
- Experience of working in a Delegation/ Embassy (or equivalent in an international organisation) would be a strong asset.

## **ELIGIBILITY CRITERIA<sup>2</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)<sup>1</sup>, 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

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<sup>1</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>

<sup>2</sup> All the eligibility criteria must be met on the closing date for applications to this post.

services of the Member States whose professional experience at the national level is directly relevant to the core tasks of this position;

2. have the capacity to work in languages of CFSP and external relations necessary for the performance of their duties. Knowledge of other EU languages would be an asset;
3. have at least three years' proven, pertinent external relations experience - for staff from national diplomatic services this experience must have been gained from working in a diplomatic service 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 be:

- AD14 or AD15.

Applications are also accepted from EU staff members at:

- AD13, with at least 2 years seniority at that grade.

In the event of a successful application, EU staff members at AD14 or AD15 will be appointed at the same grade. EEAS staff members at AD13 will be promoted to AD14.

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 who are not in rotation in 2023, 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").<sup>3</sup> 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. 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 40 of the Staff Regulations.

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 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:

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<sup>3</sup> '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.

1. (i) possess a level of education which corresponds to completed university studies, attested by a diploma, when the normal period of university education is four years or more;

Or

(ii) possess a level of education which corresponds to completed university studies, attested by a diploma, plus relevant professional experience of at least one year, when the normal period of university education is at least three years;

2. Have at least 15 years full-time professional experience. This experience must have been gained after completing university studies of four years, or of three years plus one year relevant professional experience, as set out at point 1 above.

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:

- 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.

## **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 s/he is physically fit to perform her/his duties, s/he will be offered a temporary contract under Article 2(e) of the CEOS. Such contracts may not exceed 4 years in duration. The salary and conditions of appointment will be those laid down in the CEOS for temporary agents of AD14.

In accordance with Article 6(11) of Council Decision 427/2010, each Member State shall provide its officials who have 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.

## PLACE OF EMPLOYMENT

Brussels (Belgium)

## 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 the functional mailbox ([cca-secretariat@eeas.europa.eu](mailto: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<sup>4</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 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.

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 from the Member States will, in addition, have to upload

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<sup>4</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.htm](http://eeas.europa.eu/data_protection/rights/index_en.htm)

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 **23 June at 12.00 midday (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: [cca-secretariat@eeas.europa.eu](mailto: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 Appointing Authority, 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.

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**POST AVAILABLE:** 1 September 2023.