

## **EEAS Vacancy Notice**

### **Cost-free Seconded National Expert**

#### **EU Delegation to EGYPT**

##### **AD level post**

##### **Job No 226219**

### **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 position of Seconded National Expert (Political Officer) at the **EU Delegation to Egypt** as a "cost-free" secondment, i.e. salary, insurances, schooling and other costs to be paid by the EU MS as appropriate. This position is located in **Cairo**.

### **We are looking for:**

The European External Action Service (EEAS) is seeking a highly motivated colleague to occupy the post of Seconded National Expert (SNE) under the direct supervision of the Head of Section and/or Head of Delegation (HoD). To assist the Head of Section in co-ordinating the sub-section's activities, where required

### **Overall purpose:**

- Assist EU Delegation to cover developments in the area of human rights, including gender and minority rights, as well as the rule of law and justice sector and domestic affairs. Contribute to analysis and reporting in the aforementioned areas. Contribute as needed to work relating to home affairs, in particular consular work.
- He/she will be based in Cairo and will be required to travel in the country and in the region as necessary.
- Under the direct supervision of the Head of Political Press and Information Section and the Head of Delegation.

### **Functions and Duties:**

- To follow developments in the human rights, rule of law, governance and judicial area and support the EU Delegation with policy advice on the aforementioned matters.
- To analyse and to report on domestic developments, in particular in the area of human rights, encompassing civil, political, economic, social and cultural rights in the host country.
- To provide regular and timely reporting to the Head of Delegation, Political Section and EEAS Headquarters on the above-mentioned topics including contribution to ad-hoc reports, weekly reports, bi-monthly reports, early warnings, specific requests, info flashes, "think pieces", etc.

- To ensure information sharing, exchange and coordination with Member States' contact points on the above-mentioned issues, including by preparing and organising and covering regular groups with EU MS.
- Maintaining contacts with practitioners and organisations in the human rights, rule of law, governance and justice sectors. Coordinate and organise with EU Member States diplomats the trial observation system as per the EU Guidelines on HR Defenders.
- To support the identification, formulation and implementation of relevant EU Strategies in the country.
- When requested, to serve as a liaison officer for relevant Commission services and EU Agencies.
- To develop and maintain a network with relevant actors including in the country, such as national administration, Member States' embassies and cooperation agencies, other bilateral partners (Norway, Switzerland etc.), UN agencies, the League of Arab States, NGOs and local civil society.
- Analysis & advice: contribute to preparing briefings and/or organise visits; advise on how to enhance coherence of EU approach and to implement policy activities.
- Assist the Deputy Head of Delegation in the area of consular affairs (Local Schengen Coordination and EU Consular Group), including liaising with Headquarters about implementation of the Visa Code, Consular Handbook, Joint Crisis Preparedness Framework, related exercises and crisis coordination (e.g. evacuation of EU citizens during the Covid pandemic in 2020).
- To undertake any other tasks that may be required by the EEAS, such as contributing to EU coordination meetings and representing the EU in relevant meetings in the country.
- Presentation, information and communication: Where mandated to do so and under the EU Delegation's supervision, contribute to explain, specify and defend EU policies to domestic audiences, particularly non-governmental organisations, politicians, business and academics.

### **Legal basis:**

This vacancy is to be filled in accordance with 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<sup>1</sup> or, where justified in the interests of the service, professional training of an equivalent level.<sup>2</sup>
- 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) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer.
- e) 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

<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>

- f) Ensure that there is no conflict of interest and that they 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.

### **Selection criteria:**

#### **Candidates should:**

##### **A. Professional knowledge**

Experience of at least 3 years in the above-mentioned areas at institutional level

Extensive knowledge of the mentioned policy areas is required.

Good working knowledge of the EU (institutional) environment and instruments in the area of external and cooperation policy. Proven analysis and reporting capacity.

Field experience from the Middle East and North Africa region and familiarity with the Egyptian context would be a strong asset

##### **B. Skills**

Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.

Teamwork. Coordination and communication skills.

Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Capacity to present complex or sensitive positions on sometimes controversial issues to the local authorities.

Interest in developing a strong network of diplomatic, political, civil society and academic contacts in Israel. Adaptable and flexible in times of conflict or crisis.

The position may involve some mentoring of staff (temporary trainees or those working under the EEAS "Junior Professionals in Delegations" programme).

##### **C. Languages**

Thorough knowledge (capacity to write and speak) in English is required. Sound knowledge of Arabic would be a strong asset in order to acquire information from media and other publications and meetings with interlocutors who only speak Arabic.

##### **D. Communication skills**

Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required.

Teamwork, coordination and communication skills.

Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

##### **E. Personal Qualities**

Dynamic. Highly motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges in a complex multicultural environment.

### **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 that 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-Delegations@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: Initial period up to two years, renewable up to 4 years.

The EEAS will cover for certain security costs and missions' costs incurred by the SNE posted in the EU Delegation. Other costs such as removal costs, salary, insurance, schooling, etc. **shall not be covered by the EEAS.**

**Vacant available from: 01/09/2024**

**For further information, please contact:**

[SNE-DELEGATIONS@eeas.europa.eu](mailto:SNE-DELEGATIONS@eeas.europa.eu)