

EEAS Vacancy Notice

Seconded National Experts in the EEAS Crisis Response Centre (SG.CRC)

Consular Affairs Division (SG .CRC.2)

COST-FREE

AD level posts

Job No 390674 and 383771

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 posts of two "cost-free" Seconded National Experts on the positions of Policy Officers in the EU Crisis and Response Centre (SG.CRC).

The successful candidates will join the Consular Affairs Division. As part of the recently established EEAS Crisis Response Centre that directly depends from the EEAS Secretary General, the Consular Affairs Division (SG.CRC.2) aims at strengthening the EU consular and preparedness response in line with the Consular Protection Directive (2015/637), working closely with EU Member States consular services and crisis centres. In that context, Seconded National Experts contribute to the strengthening of the expertise of the EEAS in consular affairs, to the implementation of the Division's priorities and to consular crisis management; as well as to the tasks outlined below:

- Support EU Delegations for consular crisis preparedness;
- Support the EEAS and EU Delegations in consular crisis response;
- Contribute to crisis exercises, developing scenarios, and participates in delivery (from HQ or in the field)
- Provide training and capacity building, in particular focusing on the network of consular correspondents;
- Participate in and support (including drafting briefings) consular related meetings (such as the Council COCON WP meetings, consular dialogues etc.)
- Other tasks and duties in the interest of service such as participating in dedicated or ad hoc task forces or other EEAS crisis responses mechanisms.

We are looking for:

The European External Action Service (EEAS) is seeking two dynamic, proactive and highly motivated colleagues with strong analytical and networking skills to occupy the posts of Seconded National Expert (SNE).

The candidates should have a good understanding of EU policy-making and decision-making processes, and an understanding of inter-institutional relations as well as have relevant political experience in the

proposed areas. The candidate will be working in a friendly and dynamic environment and contribute to the work of the CRC. He/she will have to work in an international and multicultural environment in close synergy with Member States and EU institutions.

Legal basis:

- This vacancy is to be filled in accordance with the 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 or, where justified in the interests of the service, professional training of an equivalent level.¹;
- 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) Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that he/she will carry out;
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;
- f) 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;
- g) Ensure that there is no conflict of interest and that he/she 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

- At least 3 years professional experience in the consular field, with strong evidence of concrete expertise in consular crisis management and preferably experience of posting abroad;
- Practical experience of working in crisis response in headquarters as part of a crisis management structure, such as a crisis centre or taskforce, would be an asset.

¹ 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>

- Knowledge of the EU's functioning in general, of EU foreign policy and of CSDP in particular would be an asset;
- Regional expertise (e.g. Africa, Asia, Latin America) would be an asset;

B. Skills

- Have the competence of analysing and problem solving;
- Have the ability to work under pressure, in a proactive and autonomous way and to act promptly upon problems;
- Have the ability to remain operational in complex scenarios and display sensitivity and sound judgement;
- Have the ability to work professionally as a member of the Division, but also join when mixed-composition task forces and working groups, in an interesting but challenging environment with unpredictable working hours.
- Good interpersonal and diplomatic skills to engage various interlocutors, including citizens as well as authorities;
- Having the willingness to go on mission (often in hostile or challenging environment) at short notice is essential;
- Ability to provide on-time feedback and report on unfolding crisis as well as providing lessons learnt reports as appropriate;
- Maintain the highest standards of personal integrity, impartiality and self-discipline. The expert must exercise the greatest discretion with regard to all facts and information coming to his/her knowledge in the performance of his/her duties;
- National security clearance at SECRET UE level. Such clearance needs to be obtained from the competent authorities before secondment to the EEAS. It must be valid for the entire period of secondment. In its absence, the EEAS reserves the right to refuse the secondment as a national expert.
- Good computer skills are essential, notably in word processing, spreadsheets, presentations software and email systems. Knowledge of other IT tools would be an asset.

C. Languages

- Thorough knowledge of one EU language and satisfactory knowledge of another one are required; in practical terms, in order to perform required duties, that means an excellent command of written and oral English, in particular good report-writing skills, oral presentations; good knowledge of other working external relations languages such as Spanish or French is desirable;

D. Personal Qualities

- Be dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges, including missions in conflict area.

Equal opportunities

- The EEAS is committed to an equal opportunities policy for all its staff and applicants. 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 SNE-HQ@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: 2 years, renewable up to 4 years in total.

Vacancy available from: **Post 390674: Immediately**
 Post 383771: 1st August 2023

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu
