

## **EEAS Vacancy Notice**

### **Seconded National Expert in the Directorate for Middle East and North Africa (MENA)**

#### **Policy Officer for the Gulf countries (MENA.4)**

**COST-FREE**

**AD level post**

**Job No 390651**

#### **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 Middle East and North Africa (MENA) Directorate, the MENA.4 Division formulates and coordinates EU relations policy toward the countries of the Arabian Peninsula and Iraq, working closely on all aspects of relations, whether they are political, economic or sectorial.

#### **We propose:**

The post of a "cost-free" Seconded National Expert on the position of one of the Desk Officers in the team dealing with GCC/ Gulf countries.

The successful candidate will join the MENA 4 division and will be required to:

- Contribute to the implementation of the different actions under the Joint Communication on a Strategic Partnership with the Gulf and related Council Conclusions;
- Support bilateral, regional, sectorial and thematic dialogues with the relevant GCC countries, including preparing briefings, speeches, reports and other related products;
- Support the EEAS, Commission, line DGs and other EU institutions and stakeholders in their efforts to implement these policies;
- Monitor and report on issues of relevance for bilateral relations with the Gulf countries;
- Liaise and co-ordinate with relevant stakeholders, including EU Delegations, and with the Mission/s of GCC countries to the EU, especially to identify and exploit opportunities to strengthen relations as well as to identify and mitigate potential problems which could undermine relations;
- Liaise with and when necessary brief relevant Working Groups of the Council;
- Cooperate with other desk officers in the division, ensuring effective back-up as required.

The division of tasks between the desk officers should be seen in a flexible and dynamic manner, with the capacity for replacement in the event of absences being a main priority and taking into account one's own expertise, skills and experience.

## **We are looking for:**

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

The candidate 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.

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.<sup>1</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) 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.

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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>

## **Selection criteria:**

### **Candidates should:**

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

Candidates should:

- Have an excellent ability to maintain diplomatic relations and to ensure representation and communication in a complex, multicultural environment;
- Have an excellent capacity to create constructive working relations with EU institutions, EU Member States and international organisations.

Furthermore:

- Work experience in the Arab world, ideally in the Gulf or the broader Middle East; and
- previous experience as a co-desk or desk

Would be considered strong assets.

#### **B. Skills**

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required;
- Have the ability to work in teamwork, to coordinate and to communicate effectively;
- Have solid analytical capability, rapid grasp of problems and capacity to identify issues and solutions;
- Have strong drafting (especially in English), communication and analytical skills combined with sound judgement.

#### **C. Languages**

- A thorough knowledge (capacity to write and speak) of English is required. Knowledge of Arabic would be a strong asset.

#### **D. Personal Qualities**

- Have good interpersonal skills, in particular willingness to work in a good team spirit while remaining able to work independently;
- Have the ability to cope with short deadlines and periods of pressure, and to adapt to evolving regional dynamics;
- Be flexible and adaptable have the ability to take personal responsibility. Good organisational skills and a strong sense of prioritisation are important.

### **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](mailto: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:** Immediately

**Place of secondment:** Brussels, Belgium

**For further information, please contact:**

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

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