

EEAS Vacancy Notice

Cost-free Seconded National Expert

Delegation of the European Union to CUBA

AD level post

Job No 185717

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 in the Political, Press and Information Section at the Cuba Delegation as a "cost-free" secondment, i.e. salary, insurances, schooling and other costs to be paid by the EU MS as appropriate.

Overall purpose:

The Delegation of the European Union to Cuba is recruiting a **Political Officer with a background in international relations, diplomacy and/or international law and expertise on economic, financial and trade issues**. Under the direct supervision of the Head of the Political, Press and Information Section (HoS) and the Head of Delegation (HoD), He/she will monitor and contribute to analysis and reporting on the overall situation and developments in Cuba, with a special emphasis on economic, financial and trade issues, in the context of the country's gradual economic reforms and opening to foreign investment, and their political implications

We are looking for:

The candidate may be asked to contribute in the following domains (that can be further defined, limited or extended by the HoD and HoS):

- Monitoring and reporting regularly and timely to HoS, HoD and HQ (including early warnings, specific requests, info flashes and analysis), particularly on:
 - economic developments in the country, particularly impact of new legislation on SMEs;
 - international trade, commercial and investment policies and the impact of international macroeconomic context in Cuba. CFSP issues: Cuba's foreign policy and stance in multilateral fora, bilateral relations with the EU and its Member States, relations with key international / regional / bilateral partners, stances on regional integration initiatives and security issues;
 - other country-specific issues: domestic political developments, country forecasts, relations with international institutions, analysis of reform processes, Cuba's position on global issues (national policies, position in international and regional fora);
 - the candidate will also provide support to the organisation of the different EU Working Groups, including the Trade Councillors Working Group.

- Analysis and advice:

Lead on:

- (i) monitoring and analysis of economic, financial and trade developments in the country, in particular ongoing reforms and opening, and their political implications; formulation and implementation of the EU economic diplomacy action plan, in coordination with EU Member States.

Contribute to:

- (i) preparation of briefings, strategic papers and visits;
- (ii) support to the implementation of the MIP 2021-2027 priority of economic modernisation, in close coordination with the Delegation's Cooperation section;
- (iii) advice on the coherence of the EU's external policy activities in Cuba / Latin America and the Caribbean;
- (iv) follow-up of relevant Commission DGs and European Parliamentary committees;
- (v) implementation of EU regional initiatives in Cuba;
- (vi) identification and follow up of opportunities to cooperate in regional and multilateral fora.

Networking and coordination: develop contacts with

- (i) national authorities (line ministries and institutions) and other relevant national and local stakeholders;
- (ii) Cuban actors and both official and independent Civil Society Organisations in Cuba;
- (iii) representatives of the 17 EU Member States diplomatic missions present in Havana and business associations;
- (iv) main EU partners and regional organisations;
- (iv) counterparts for the formulation and implementation of the EU economic diplomacy action plan.

- Presentation, information and communication:

- deliver demarches on key economic files;
- contribute to explain, specify and defend the EU's positions and policies in front of domestic audiences, particularly politicians, press, business and academics;
- contribute to the press and information activities of the Delegation in all relevant areas.

- Political dialogue:

- contribute to advance the EU's political dialogue with the Cuban authorities and civil society;
- contribute to the preparation and follow up of the EU-Cuba Political and Sector Policy Dialogues, the Joint Committee, the Joint Council, plus the back-to-back meetings with Civil Society preceding the political dialogues, in the framework of the Political Dialogue and Cooperation Agreement (PDCA).

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 Union¹ or, where justified in the interests of the service, professional training of an equivalent level.

- 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** 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 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 in analysis and reporting in third countries (Embassy, international organization, NGO, etc.) is an advantage. Knowledge of EU institutions, related decisional processes, EU external action, CFSP, and related EU external policies (geographic and thematic) of Latin America and the Caribbean and relevant regional integration processes are an advantage. Experience in dealing with economies in transition would also be an advantage

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 as part of a team, to coordinate and to communicate effectively.
- Have solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

C. Languages

Knowledge of English (language used for internal report writing) and Spanish (language used for written and oral communication vis-à-vis the Cuban authorities, civil society and other local contacts). **Personal Qualities**

D. Personal qualities

Be dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges.

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.

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>

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 2, 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, accommodation, salary, insurance, schooling, etc. shall not be covered by the EEAS.

Vacant available from: Immediately

For further information, please contact:

SNE-DELEGATIONS@eeas.europa.eu
