

Vacancy notice 2023 – 104 HQ (AD) Deputy Managing Director/Director MENA

EEAS Vacancy Notice – Deputy Managing Director/Director for Middle East and North Africa

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.

The Middle East and North Africa (MENA) Department, with approximately 65 staff at EEAS HQ, is composed of five Divisions, dealing respectively with: (1) Regional Affairs; (2) Middle East - Israel, Occupied Palestinian Territories and Middle East Peace Process; (3) Maghreb; (4) Arabian Peninsula and Iraq; and (5) Middle East - Egypt, Syria, Lebanon and Jordan, as well as the two chairs of the MaMa and MOG Council working groups. The MENA Department also oversees the work of 16 EU Delegations in MENA countries (Algeria, Egypt, Israel, Iraq, Jordan, Kuwait, Lebanon, Libya, Morocco, Qatar, Saudi Arabia, Syria, Tunisia, United Arab Emirates, West Bank and Gaza Strip, Yemen).

The Department is also working closely with the Iran Task Force reporting directly to the Deputy Secretary General for Political Affairs as well as with the EU Special Representative for the Middle East Peace Process, and the EU Special Representative for the Gulf.

We propose:

The position of **Deputy Managing Director/Director for Middle East and North Africa**.

The Director will act as Deputy Managing Director, under the administrative authority of the Managing Director for Middle East and North Africa, and will be responsible for providing strategic guidance and day-to-day management of the Directorate. Together with the Managing Director, he/she will define the priorities of the Directorate and manage its human resources effectively, ensuring high standards of service delivery and effective implementation of the decisions of the High Representative.

The main tasks of the Deputy Managing Director, in close cooperation with the Managing Director are to:

- Ensure effective co-ordination between the concerned departments in Headquarters, as well as with the multilateral Union Delegations, and work in close cooperation with

Commission services to ensure internal/external coherence, maintain high-level communication with the Member States, and other key stakeholders.

- More specifically, ensure EU relationship with countries of the MENA region, (Algeria, Bahrain, Egypt, Iraq, Israel, Jordan, KSA, Kuwait, Lebanon, Libya, Morocco, Occupied Palestinian Territories, Oman, Qatar, Saudi Arabia, Syria, Tunisia, UAE, Yemen) and with the region as a whole, including its regional organisations (inter alia the Gulf Cooperation Council, League of Arab States, Union for the Mediterranean, Organisation for Islamic Cooperation), in line with the EU's strategic interests and values.
- Support and deputise as required for the Managing Director on all subjects and responsibilities of the Department, including on policy formulation and implementation as well as on staffing and administrative files to ensure the smooth running of the Department.
- Support the High Representative, Commission and Council/European Council in their dealings with countries in the Middle East and North Africa region, offer timely information and advice, lead and assist negotiations, programme development assistance, respond swiftly to crises and manage and support the Union Delegations, all in the context of the EU's comprehensive approach and in co-operation with the Member States.
- Reinforce the role and visibility of the EEAS on the international scene; contribute to building common positions and promote the EU's interest in relation to the MENA region and coordinate closely with the services of the Commission, Council and Member States, and the European Parliament in pursuing and developing the EU's policy objectives.

This position is a Director 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 and involves frequent travel.

LEGAL BASIS:

- appointed in accordance with Article 29 of the Staff regulations (SR) if he or she is an official or a temporary agent to whom Article 2(e) of the Conditions of Employment of Other Servants (CEOS) applies.
- recruited in accordance with Article 98(1), first subparagraph, of the SR if the candidate comes from the national diplomatic service of a Member State; such candidates shall be recruited at the level of AD 14.

We look for:

Selection criteria:

Applicants should:

- Have an established track-record of leading a large department/directorate in a national or international/multilateral context, with the capacity to lead and inspire, including in high-pressure situations, and solid managerial and decision-making abilities;
- Have an excellent ability to maintain diplomatic relations at senior level and to ensure representation, communication and management in a complex multicultural environment, and in negotiations with Member States, third countries and International Organisations;
- Have an in-depth knowledge and understanding of the EU's external as well as internal policies, its decision-making processes and inter-institutional mechanisms, and key issues relating to the Department's mission statement and multilateral institutions;
- Have a clear understanding of the political situation and challenges in the EU, its Member States, and the wider world, with a good sense for political developments and the ability to implement political orientations swiftly and efficiently;
- Have strong analytical skills combined with sound political judgement, as well as excellent oral and written presentation, communication and negotiation skills;
- Have a 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 the Commission, Member States, the European Parliament, third countries, International Organisations, NGOs, think tanks and academia);
- Have the ability to put into practice human resources management principles and maintain a strong team spirit, ensuring high performance levels in stressful situations and against tight deadlines.
- Have proven work experience in the areas of Middle East and North Africa.

Experience of working in a Delegation/Embassy (or equivalent in an international organisation) would be a strong asset.

ELIGIBILITY CRITERIA¹:

- 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)¹, candidates **must**:

¹ All the eligibility criteria must be met on the closing date for applications to this post.

1. be permanent officials of the Union institutions, or temporary agents to whom Article 2(e) of the Conditions of Employment of Other Servants (CEOS)¹ applies, or staff from diplomatic services of the Member States;
2. have the capacity to work in languages of the CFSP and external relations necessary for the performance of their duties. Knowledge of other EU languages would also be an asset;
3. have proven, pertinent external relations experience of at least 10 years – for staff from diplomatic services this experience must have been gained from working in the diplomatic service of one of the Member States;
4. have management experience of at least 7 years at relevant level, commensurate with the responsibilities of the post (candidates must indicate in their CV's, at least for the minimum 7 years required: (1) title and role of management positions held, (2) numbers of staff overseen in these positions, (3) the size of budgets managed, and (4) numbers of hierarchical layers above and below and number of peers; candidates are invited to focus in their motivation letters also on their management and interpersonal skills and illustrate these with concrete examples).

- 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) must be either:
 - AD14 or AD15 and occupying a post at the level of Director or equivalent function, or;
 - AD14 and occupying or having occupied a middle management post for at least 2 years, or;
 - AD13 and occupying or having occupied a middle management post or equivalent function for at least 2 years, with at least 2 years seniority at AD13.

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

Due to the need to ensure sound financial management of the limited financial resources, 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 and who are not in rotation, 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")². 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.

² "Career progression" refers to applications 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 staff members with at least 2 years of seniority in Middle Management who are applying for a Director post. It is in the interest of the service that EU staff members in a delegation and who wish to apply for a post on the basis of career progression should have spent at least 2 years on their current post when they take up duty.

2. 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, i.e. staff seconded from national diplomatic services of the Member States.

In the case of candidatures from EU officials on leave for personal grounds, provided they are eligible for the post, successful candidates will be reinstated into active employment in accordance with Articles 35 (a) and 40 of the Staff Regulations.

3. 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 new statement issued by their Ministry of Foreign Affairs containing the same elements as requested for candidates from member states (see specific eligibility criteria for candidates from the Member States, point 2).

- 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:

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. A management probationary period is also required.

PLACE OF EMPLOYMENT

Brussels (Belgium)

SPECIFIC CONDITIONS OF EMPLOYMENT

The successful candidate will be required to undergo security vetting if s/he 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) 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.

PROCEDURE³

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

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 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.

³ 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

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 **20 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.

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 (the Consultative Committee on Appointments) 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 High Representative, who will make the final selection.

Shortlisted candidates might be invited to an Assessment Centre.

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