

EEAS Vacancy Notice

Seconded National Expert in the Directorate Global Agenda and Multilateral Relations

Policy Officer, Democracy and Electoral Observation Division (GLOBAL.VMR.2)

COST-FREE

AD level post

Job No 254367

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 post of a “cost-free” Seconded National Expert on the position of Policy Officer for Election Observation and Democracy Support.

The successful candidate will join the Election Observation team of the Democracy and Electoral Observation Division (GLOBAL.VMR2). The Division is responsible for:

- Contributing to the formulation of EU's overall democracy support policy and the mainstreaming of democracy support principles and objectives into EU external policies.
- Developing the EU election observation policy and the methodology of EU electoral missions
- In close co-operation with the Service for Foreign Policy Instrument and the European Parliament, deploying and steering Election Observation Missions (EOMs), Election Expert Missions (EEMs) and Election Follow-up Missions (EFMs).
- Ensuring the follow-up of Election Observation Missions and promoting effective implementation of electoral missions' recommendations in cooperation with EU Delegations.

Functions and Duties:

Under the authority of the Head of Division, the Seconded National Expert will contribute to managing EU election observation activities and to formulating and mainstreaming democracy support policy in EU external action. The SNE will perform the following tasks:

1. Contribute to the identification of EU election observation priorities
2. Prepare and lead exploratory missions in view of possible EU EOMs in order to assess the pre-election context and assist with the decision on whether and how to support the election process.
3. Prepare, in consultation with geographical services and the Service the Foreign Policy Instruments recommendations to justify the deployment / non-deployment of Election Observation Missions based on exploratory missions findings.
4. Supervise the implementation of Election Observation Missions Election Expert Missions (EEM) and Election Follow-up Missions (EFM), including preparing and participating in briefings and debriefings of electoral missions, selection Committees and ad-hoc meetings in close cooperation with the FPI

5. Help develop political and methodological aspects of EU EOMs, in order to ensure the coherence of the EU policy in the matter and the capacity of EOMs to address new challenges faces by election observation;
6. Follow-up EU EOMs and their reports in support of the whole electoral cycle, and supporting effective implementation of their recommendations, including though liaising with EU Delegations and coherence with development assistance in the field of governance,
7. Assure effective follow-up to the recommendations of Electoral Observation Missions,
8. Contribute to developing relations and cooperation with international organisations active in the field of election observation and election assistance
9. Contribute to the formulation of EU policies concerning democracy support in particular in connection with election assistance
10. Follow the work and serve as contact person for the European Endowment for Democracy;

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.

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

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>

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

- University diploma International relations, law, political science, economy, development
- Have a professional experience of at least 5 years, preferably in the Ministry of Foreign Affairs or Development, analysis and reporting in third countries (Embassy, International organization, NGO, etc.);
- Knowledge of geographic areas where the EU conducts Election observation missions and relevant regional integration processes

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

C. Languages

- A thorough knowledge (capacity to write and speak) and English is required. Knowledge of French and/or Spanish and / or Portuguese would be an asset.

D. Personal Qualities

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

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 (please select), renewable up to 4 years in total

Vacancy available from: 1 February 2024

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu
