



VACANCY NOTICE - EXTERNAL PUBLICATION

Reference: 2021-072 DEL(AD) HoPPIS, BENIN

Post: Head of Political, Press and Information Section.

Type of post: Administrator (AD5-AD12)

Candidates from national diplomatic services: AD9

Closing date: Thursday, 20 May 2021, 12.00 Brussels time.

Target take-up duty date (TUD): 01/09/2021.

Contact point:

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WE ARE:

The European Union currently has 143 Delegations, eight of which are to international organisations. In all, 6200 staff are currently serving in these Union Delegations.

The work of a Delegation varies from country to country but, in general, covers political matters, press and information, trade, aid management and the external aspects of internal EU policies.

The EU Delegations are placed under the authority of the High Representative of the Union for Foreign Affairs and Security Policy, who is also Vice President of the European Commission.

WE LOOK FOR:

The European External Action Service (EEAS) is looking for an individual to fill the following post at the Delegation of the European Union to Benin:

Job n°	Place of posting ¹	Job Title	LCA	Duration	Grading
220126	BENIN (Cotonou)	Head of Political, Press and Information Section	25%	4 years	EEAS staff: AD 05-12 New staff TA2(e): AD 09

WE PROPOSE:

Under the responsibility of the Head of Delegation, the selected candidate will assist in fulfilling the mandate of the Head of Delegation.

In particular, the jobholder will have the following tasks:

1. To contribute to the work of the Delegation in the management of the EU Presidency functions, and to represent the Head of Delegation when necessary in his/her absence;
2. To pursue the EU's policies in all areas, promote and protect the EU's interests and values, and to promote the visibility of the European Union;
3. To ensure bilateral political relations and to carry out and promote regular political dialogue between Benin and the EU;
4. To liaise with local civil society organisations;

¹ The most recent Post Reports can be accessed [here](#). External candidates may request the report from EEAS.BA.HR3: RIGHTS-AND-OBLIGATIONS@eeas.europa.eu.

5. To maintain contacts, exchange information, and chair various EU coordination groups in the implementation of EU policies;
6. To monitor, analyse, and report regularly to Headquarters on internal and regional political developments, foreign policy and/or other policy areas of relevance for EU interests, including, inter alia: institutionalised political dialogue where applicable, electoral developments, Human Rights and governance, drug and security related issues, security issues including non-proliferation, terrorism, defence;
7. To maintain relations with regional and/or international organisations present in the host country;
8. To manage the work of the Section and effective interaction with other sections in order to ensure that priorities and objectives set by the Head of Delegation are fulfilled;
9. To carry out press, information and communication activities and to manage the press and information budget in liaison with the Administration Section. Regular qualitative and financial evaluations and reporting to Headquarters;
10. To liaise regularly with Headquarters and provide advice as appropriate on policy issues;
11. To provide support to visitors from EU institutions;
12. To provide briefing dossiers, speeches, statements, press releases and articles, as requested;
13. Where applicable: Visa and consular issues;
14. Tasks of Deputy Security Officer (security of the Delegation, its staff and coordination with MS on security issues) may be assumed (when the Head of Section or Political Officer is first in line after the Head of Delegation).

LEGAL BASIS:

The vacancy is to be filled in in accordance with the following articles of the Staff Regulations² (SR): Article 29(1)(a) SR and Article 98 SR; Article 29(1)(b) SR; Article 29(1)(c) SR.

It is recalled, that if the interest of the service so requires, the selection procedures can be terminated at any stage and that the post could be filled by a re-assignment according to Article 7 SR.

ELIGIBILITY CRITERIA:

Further to the conditions set out in Article 28 SR and 12 CEOS, candidates must:

1. be a national from an EU Member State;
2. be officials of the institutions of the EU, temporary staff to whom Article 2(e) of the CEOS applies, or staff from national diplomatic services of the Member States;
3. have the capacity to work in the languages of CFSP (EN, FR) necessary for the performance of their duties;
4. have proven, pertinent external relations experience - for staff from diplomatic services this experience must have been gained from working in a diplomatic service of one of the Member States.

In the event that no suitable candidate can be identified among EEAS staff, EU officials or staff from diplomatic services of Member States the EEAS may decide to recruit a laureate from an EPSO reserve list.

²Staff 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>

ADDITIONAL SPECIFIC ELIGIBILITY CRITERIA FOR EU OFFICIALS AND TEMPORARY STAFF TO WHOM ARTICLE 2(e) OF THE CEOS APPLIES (“EU STAFF MEMBERS”)

1. Applications from EU staff members currently in post in a Delegation are not, in principle, eligible and will only be taken into consideration if they are on rotation in 2021³, in the case of career progression⁴ or in the case of interest of the service.
2. EU staff members currently in their second consecutive post in a Delegation are not eligible, and may apply only in case of career progression or interest of the service. A derogation from this rule may not lead to a consecutive period of service in delegations of more than 12 years.
3. EU staff members currently in Headquarters who will have completed less than 2 years in Headquarters since returning from a previous posting in a delegation on the date foreseen for taking up duty are not, in principle, eligible and will only be taken into consideration in case of career progression or interest of the service.
4. TA2(e) staff members should provide a statement by their Ministry of Foreign Affairs in support of their application for this post including the guarantee of reinstatement required by Article 6(11) of Council Decision 2010/427/EU.

ADDITIONAL SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE NATIONAL DIPLOMATIC SERVICES FROM EU MEMBER STATES

Further to the conditions set out in 12 CEOS, candidates must:

1. possess a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is at least three years.
2. have the required full-time professional experience (see table below for minimum number of years required). This experience must have been gained after completing university studies of 4 years, or of 3 years plus one year of relevant professional experience, as set out at point 2 above.

(MS Candidates)	AD9 ⁵
(EEAS Staff/Officials)	AD5/12
External relations experience (all candidates)	> 3 years
Professional experience (MS candidates)	> 10 years

GRADING

For posts graded at **AD5-12**, EU staff members must be in one of the grades AD5 to AD12 and have the Type of Post of the Person "ADMINISTRATOR" (AD5-AD12), or they must be AST officials who have successfully passed the certification procedure.

EEAS staff whose Type of Post of the Person is "Senior administrator in transition" (AD14) and "Principal administrator in transition" (AD13) can also show their interest for these jobs. If selected, the candidate will be transferred in the interest of the service. This transfer in the interest of the service will not modify the grade of the Person. Transfers in the interest of the Service are only possible within the same Institution (Article 7 of SR), therefore EU officials AD13 and AD14 from other Institutions are not eligible.

In the event of a successful application, EU staff members will be appointed at their existing grade.

³ This is 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.

⁴ "Career progression" refers to applications for a higher type of post according to Annex I A SR. In this case, it refers to EU officials in the function group AST who are on the list drawn up according to Article 45a(c) SR ("certification procedure") and apply for their first AD post. Career progression will not be considered within the same Delegation.

⁵ For information on remuneration, please consult "2020 ANNUAL UPDATE OF THE REMUNERATION AND PENSIONS OF THE OFFICIALS AND OTHER SERVANTS OF THE EUROPEAN UNION AND THE CORRECTION COEFFICIENTS APPLIED THERETO." To be consulted under: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A52020XC1211%2801%29&qid=1610702579241>

SELECTION CRITERIA:

Main criteria

Candidates should have:

1. A proven ability to maintain diplomatic relations and to ensure representation and communication in a complex, multicultural environment;
2. A proven capacity to co-ordinate relevant committee and working group meetings with national authorities, international organisations and EU Member States;
3. Experience and knowledge of the external relations, internal policies, functioning of the Union and of CFSP and CSDP-related issues;
4. Experience in communication activities and drafting information documents;
5. Strong drafting, communication and analytical skills combined with sound judgement;
6. Experience in budgetary and financial management.
7. Experience of international negotiations.

Furthermore, the following would be assets:

1. Experience of international negotiations;
2. Experience in leading and motivating teams and of working in multi-disciplinary and multi-cultural environment;
3. Knowledge and/or experience in Africa ;
4. Excellent command of French (both orally and written), on top of English.

APPLICATION AND SELECTION PROCEDURE

1. Application procedure⁶

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria in order to avoid exclusion from the selection procedure.

Candidates must exclusively apply through the online system, *e-Application*.

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<https://webgate.ec.europa.eu/eapplication/index.cfm>

To log on, an EU LOGIN is required; a helpdesk facility is available by email here:

EEAS-IT-HELPDESK@eeas.europa.eu.

During the on-line application procedure candidates must complete the application form, upload their **CV** (in English or French, preferably using the Europass format <http://europass.cedefop.europa.eu/html/index.htm>) as well as a **motivation letter** (maximum 2 pages) in either English or French.

Candidates from the diplomatic services of the Member States must also upload a copy of their passport/ID and a **statement by their Ministry of Foreign Affairs** confirming their membership of a diplomatic service and the Ministry's support for the candidate's application for this post as well as mentioning the guarantee of reinstatement required by Article 6(11) of Council Decision 2010/427/EU.

Deadline for submitting applications is **Thursday, 20 May 2021 at 12h00 CET** (Brussels time). Candidates are encouraged not to wait until the last minute to submit their application. **Late applications will not be accepted.**

⁶ Your personal data will be processed in accordance with the new [Data Protection Regulation \(EC\) 2018/1725](#), (EUDPR), in force since 11 December 2018. More information is available on the EEAS website: http://eeas.europa.eu/data_protection/index_en.htm. Direct link to the privacy statement [click here](#). EEAS Intranet: [e-DPO](#)

For correspondence with the EEAS Human Resources Directorate concerning the selection procedure, please use the following email address: EEAS-AD-NON-MANAGEMENT-DELEGATIONS@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 in the motivation letter. The panel will then establish a list of a limited number of eligible candidates who in its opinion best meet the selection criteria for each post.

3. Selection

The candidates who have been pre-selected will be invited for an interview so that the selection panel can evaluate them objectively and impartially on the basis of their qualifications, professional experience and linguistic skills, as listed in the vacancy notice. The selection panel will recommend a shortlist of candidates for a final decision by the relevant Appointing Authority.

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 us (EEAS-AD-NON-MANAGEMENT-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 EMPLOYMENT

Successful candidates must undergo a medical examination to ensure that they are fit to perform their duties.

Candidates should also ensure that they are fully aware of the relevant security provisions. All posts in an EU Delegation require a Personal Security Clearance (**EU SECRET**).

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 that might be considered prejudicial to their independence.

If the successful candidate is from a national diplomatic service a contract as temporary agent under Article 2(e) of the CEOS will be offered; such contracts have a maximum duration of four years. The exact end date of the contract will be aligned with the annual Rotation Exercise.

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.

The newly engaged temporary staff is required to complete successfully a probationary period of 9 months.

As a matter of policy, applications of individuals who have dual nationality of the host country or the partner of whom has the nationality of the host country are not encouraged and will be considered on a case-by-case basis. The EEAS examines if there could be a conflict of interest and the consequence of a possible refusal by the host country to grant diplomatic immunity to the staff member and or partner and family, as well as possible security risks, e.g. refusal of security clearance (EU SECRET). The HR Department may ask for additional information from the applicant in this context.

It is in the interests of the service to ensure that staff members in the Delegations are able to complete full postings before reaching the age of retirement or maximum contract duration for TA2(e), i.e. 8 years. Before taking any final decisions on nominations, the appropriate Appointing Authority will ensure on a case-by-case basis that the successful candidates will indeed be able to complete the relevant full posting for the post for which they have been selected.

Candidates must be able to work in a different socio-cultural environment and to adapt quickly to evolving situations.

Candidates are deemed to be fully aware of the local living conditions, including i.a. information concerning security, health care, education, social acceptance of sexual orientation, employment opportunities for spouses.
