

EEAS Vacancy Notice

Seconded National Expert in the EEAS Crisis Response Centre (SG.CRC)

Policy Officer – Consular Crisis Response and Preparedness, Consular Affairs Division (SG.CRC.2)

COST-FREE

AD level posts

Job No (383771 and 383773)

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:

Two posts of “cost-free” Seconded National Experts - Policy Officers (Consular Crisis Response and Preparedness, in SG.CRC.2).

The successful candidates will join the Consular Affairs Division. The Consular Affairs Division (SG.CRC.2) contributes to the consular protection of EU citizens facing emergencies outside of the European Union. In particular, we support coordination and cooperation measures among EU Member States to facilitate the consular protection of unrepresented EU citizens, i.e. those who do not have an Embassy or a Consulate of their own Member State in a third country. We are part of the EEAS Crisis Response Centre (CRC), and cooperate closely with the other Divisions of the CRC, namely the EU Situation Room and the Field Security Division. We work mostly with Member States (Crisis Centres and Consular Departments), with EU Delegations around the world, and in close cooperation with the European Commission (DG ECHO-ERCC, DG JUST, DG HOME), as well as with like-minded countries.

In that context, Seconded National Experts contribute to the strengthening of the expertise of the EEAS in consular affairs, to the implementation of the Division's priorities and to consular crisis management as well as to the tasks outlined below:

- Support EU Delegations on consular crisis preparedness;
- Maintain regular contacts with the EU Delegations' consular correspondents to support local consular crisis preparedness (including Joint Frameworks) and local coordination meetings
- Support the EEAS and EU Delegations in consular crisis response; including through deployments in the field if needed;
- Contribute to consular crisis exercises, develop scenarios, and participate in delivery (from HQ or in the field)
- Provide training and capacity building, in particular focusing on the network of consular correspondents;
- Participate in and support (including drafting briefings) consular related meetings (such as the Council COCON WP meetings, consular dialogues etc.)
- Contribute to policy papers on consular matters, including producing lessons learnt from crises and exercises;
- Other tasks and duties in the interest of service such as participating in dedicated or ad hoc task forces, exercises or other EEAS crisis response/preparedness activities.

We are looking for:

The EEAS is seeking for two dynamic, proactive, pragmatic and highly motivated colleagues to occupy two posts of Seconded National Expert (SNE).

The candidates should have a good understanding of EU policy-making and decision-making processes, of inter-institutional relations as well as relevant experience for this position. The candidates will be working in a friendly and dynamic environment and contribute to the work of the Consular Affairs Division. They 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.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 out²;
- 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.
- 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.

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>

² National security clearance at SECRET UE level. Such clearance needs to be obtained from the competent authorities before secondment to the EEAS. It must be valid for the entire period of secondment. In its absence, the EEAS reserves the right to refuse the secondment as a national expert.

Selection criteria:

A. Professional knowledge

- At least 3 years relevant professional experience in the consular field; ideally including practical experience of working in crisis response as part of a crisis management structure, such as a crisis centre or taskforce.
- Previous experience in a Consulate, an Embassy or an EU Delegation would be an asset.
- Knowledge of the EU's functioning in general, of EU foreign policy and of Common Defence and Security Policy (CSDP) in particular would be an asset;
- Regional expertise would be an asset.

B. Skills

- Have the ability to remain operational in complex scenarios and display sensitivity and sound judgement;
- Have the ability to work professionally as a member of the Division, but also join when mixed-composition task forces and working groups, in an interesting but challenging environment with sometimes unpredictable working hours;
- Good interpersonal and diplomatic skills to engage various interlocutors, including citizens as well as authorities;
- Having the willingness to go on mission (often in hostile or challenging environment) at short notice is essential;
- Ability to provide and receive on-time feedback and report on an unfolding crisis as well as providing lessons learnt reports as appropriate;
- Maintain the highest standards of personal integrity, impartiality and self-discipline. The expert must exercise the greatest discretion with regard to all facts and information coming to his/her knowledge in the performance of his/her duties;
- Good computer skills are essential, notably in word processing, spreadsheets, presentations software and email systems. Knowledge of other IT tools would be an asset.

C. Languages

- A thorough knowledge (capacity to write and speak) of English is required. A functioning knowledge of French is desirable.
- A functioning knowledge of other EU languages (in particular Spanish or Portuguese) or good notions of non-EU languages (e.g. Arabic, Russian) would be strong assets.

D. Personal Qualities

- Resilience and the ability to work under pressure, in a proactive and autonomous way and capable of solving problems;
- A dynamic, motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges, including missions in challenging environments at short notice.

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 with equal opportunities as 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

SNE shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer.

Other expenses such as removal costs, allowances, salary, insurance, schooling (while the SNE maintains the right to enrol the children in an European School Type I)[1] and costs related to the enrolment to the Interinstitutional nurseries or the After-school centre managed by the early childhood centre of the European Commission shall not be covered by the EEAS. However, in case the SNE makes use of these two facilities for their dependent children, the EEAS shall recover any invoiced cost (including the institutional and the parental contribution, estimated at approximately EUR 18,000 per year and per child) from the Seconded National Expert concerned on a yearly basis. For further information, please contact RM-01-COORDINATION@eeas.europa.eu

Duration of the secondment: 2 years renewable up to 4 years

Vacancy available from: Immediately

Place of secondment: Brussels, Belgium

For further information, please contact: Terhi Lehtinen, Head of Consular Affairs Division, EEAS CRC (terhi.lehtinen@eeas.europa.eu)

Administrative questions: SNE-HQ@eeas.europa.eu
