

SERVICE EUROPÉEN POUR L'ACTION EXTÉRIEURE



Cost-free Seconded National Experts

Policy/Desk Officers

AD level posts

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 look for:

The European External Action Service (EEAS) is looking for individuals to fill the following posts at the EEAS HQ (as per list and specific job descriptions in ANNEX 1).

The European External Action Service (EEAS) is seeking dynamic and highly motivated candidates with strong analytical, drafting, and reporting skills to occupy the post of a Policy/Desk officer.

Candidates 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 experience in the proposed areas. Candidates will have to work and communicate under time constraints in an international and multicultural environment in close synergy with Member States and EU institutions.

Notwithstanding the enclosed list of posts and job descriptions tasks would generally include the following:

1. 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;
2. To provide briefing, reports, speeches, statements, press releases and articles for the HR/VP, high level actors from other EU institutions representing the EU (President of the European Council, President of the European Commission, Commissioners) as well as EEAS management;
3. To liaise with all relevant stakeholders, including with other EEAS divisions, other EU institutions and member states;
4. To monitor, analyse, and report regularly on internal and regional political developments, foreign policy and/or other policy areas of relevance for EU interests;
5. To participate, as appropriate, at Council Working Parties and European Parliament committee meetings or at other inter-institutional and international meetings.

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 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 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. Education and training

- Have a University diploma in law, political science, international relations, economics or other relevant field.

B. Professional knowledge

- Have a professional experience of at least 3 years in the abovementioned areas, including analysis and reporting; experience in third countries (embassy, international organization, NGO, etc.); knowledge/experience of EU institutions related decision-making processes, CFSP-CSDP, JLS, EU external action and related EU external policies (geographical and thematic).

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>

Skills

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment;
- 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) in English and a working-level knowledge of French is required.

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 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, renewable up to 4 years in total

Vacancy available from: Immediately

Place of secondment: Brussels, Belgium

For further information on procedural matters, please contact:

SNE-HQ@eeas.europa.eu

ANNEX 1

Division	Job Title	Job ID	Job Description	Head of Division contact point
SG.COORD	Policy Officer - Council Team	Job no. 390686	<ul style="list-style-type: none"> Reinforcement for preparation of and follow-up to Coreper meetings; Support to preparation of Council meetings. 	Mr M. Santoro: massimo.santoro@eeas.europa.eu
SG.COORD	Policy Officer - Commission Team	Job no. 390688	<ul style="list-style-type: none"> Coordination with Commission services on summit documents and Council conclusions; Follow-up of inter-service groups and provide support on declarations and statements; Maintain relations with EUDELS, including mission letters and list of local representations. 	Mr M. Santoro: massimo.santoro@eeas.europa.eu

SG.CRC.2.SEC1	Policy officer	Job no. 390674	<ul style="list-style-type: none"> Strengthen EEAS expertise in consular affairs: consular crisis preparedness and response, training and capacity building. 	Ms A. Marchal anne.marchal@eeas.europa.eu
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SG.AFFGEN.1	Policy Officer	Job no. 390581	<ul style="list-style-type: none"> Provide advice on all legal and institutional questions in the domain of CFSP and EU external relations, as well as on public international law; Provide advice on all legal questions in relation to CSDP missions and operations (including administrative, data protection and staff matters); Review draft HR recommendations and proposals for legal acts to be submitted to the Council; Assist in the negotiation of international agreements; Participate in judicial proceedings on institutional, external relations and CFSP/CSDP matters; Participate in relevant Council Working Parties (in particular RELEX, COJUR) and international meetings of legal advisers (CAHDI, UNGA 6th Committee). 	Mr S. Marquardt: stephan.marquardt@eeas.europa.eu
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SG.AFFGEN.2	Policy Officer	Job no. 390582	<ul style="list-style-type: none"> • Provide advice on administrative law (contractual, financial and procurement issues); • Provide advice on EEAS staff matters (including rights and obligations, administrative enquiries and disciplinary matters); • Review draft internal administrative rules (in particular implementing rules under the EU Staff Regulations/CEOS); • Review draft replies to administrative requests and complaints, as well as other individual decisions where necessary; • Review draft confirmatory replies to access to documents requests, and draft replies to Ombudsman requests; • Participate in judicial proceedings in administrative and staff matters. 	Mr K. Kouri: karim.kouri@eeas.europa.eu
SG.AFFGEN.DPO	Policy Officer – Data Protection	Job no. 390583	<ul style="list-style-type: none"> • Advise data controllers in ensuring compliance with the applicable data protection legislation, with emphasis on respecting the rights of individuals whose data is processed and including preparation of guidance documents; • Document personal data processing activities and inform data subjects, including data protection impact assessments; • Monitor compliance of personal data processing activities of the EEAS; • Handle data subject requests and follow up of personal data breaches; • Promote data protection awareness through training and other initiatives. 	Ms E. Savoia-Keleti: emese.savoia-keleti@eeas.europa.eu

SG.STRAT.3	Policy Officer - (Asia and Latin America)	Job no. 390584	<ul style="list-style-type: none"> • Develop strategic foresight analysis on major trends and geopolitical dynamics and competition in Asia/ Indo-Pacific and Latin America, as well as the implications for EU strategic interests and policies and provide written analytical contributions on these; • Support policy planning and formulation by providing policy options and recommendations based on scenarios and testing assumptions; • Contribute to and organise outreach activities with think tanks, 1.5 track dialogues and Policy planners' dialogues with third countries with the view to collect outside perceptions and view and as a tool of public diplomacy. 	Mr H. Delphin: herve.delphin@eeas.europa.eu
SG.STRAT.3	Policy Officer (Democracy/autocracy dynamics as well as Strategic security and defence issues)	Job no. 390586	<ul style="list-style-type: none"> • Monitor global strategic trends with respect to international security including new threats and transnational security challenges, as well as competition of political systems (Democracy/autocracy dynamics) and their impact at multilateral and regional levels and on the EU global agenda and security interests; • Produce Policy analysis notes and specific written outputs related to the area of competence; • Contribute to and organise outreach activities and cooperation with think tanks, 1.5 track dialogues and Policy planners' dialogues. 	Mr H. Delphin: herve.delphin@eeas.europa.eu

RM.SCS.5	Policy Officer	Job no. 408724	<ul style="list-style-type: none"> • Assist the service owner in the definition and implementation of communication, telephony and video-conferencing (VC) projects, as well as define the service level agreements (SLAs) related to the new services; • Contribute to the development of technical documentation; • Contribute to the development of end-users documentation; • Maintain and upgrade of Communication, Telephony and VC tools and equipment in use at the EEAS; • Management VC and other equipment in VC Rooms; • Supervise external contractors assigned to the supported services. 	Mr H. Brand: herman.brand@eeas.europa.eu
RM.SCS.6	Policy Officer	Job no. 408754	<ul style="list-style-type: none"> • Contribute to the development and implementation of policies and procedures in the domain of Health and Safety (H&S), both for HQ and Delegations; • Contribute to ensuring the EEAS full compliance with norms, regulations and good practices in the field of H&S, as well as advise the management on these issues; • Manage contracts, including the preparation of technical specifications of any tender in this field; • Coordinate HQ safety-related actions with the Commission's Office for Infrastructures in Brussels (OIB), as per existing service level agreement with the EEAS; • Contribute establishing and implementing a global safety plan for EEAS; • Contribute establishing a coherent and comprehensive safety coordination system for delegations. 	Mr F. Fini: francesco.fini@eeas.europa.eu

RM.SCS.6	Policy Officer	Job no. 408756	<ul style="list-style-type: none"> • Development and implementation of policies and procedures in the domain of Environment Protection, both for HQ and Delegations; • Ensure the EEAS full compliance with norms, regulations and good practices in this field and will advise the management on environmental issues; • Manage contracts, including the preparation of technical specifications of any tender in this field; • Contribute establishing and implementing the Eco-Management and Audit Scheme (EMAS) in the EEAS; • Coordinate environment and energy-related actions with the Commission's Office for Infrastructures in Brussels (OIB); • Assist organizing greening actions; • Ensure implementation of energy efficiency plans in HQ and plans in delegations <i>for</i> establishing a coherent and comprehensive environmental coordination system. 	Mr F. Fini: francesco.fini@eeas.europa.eu
RM.BHR.1	Human Resources Policy Officer	Job no. 408753	<ul style="list-style-type: none"> • Coordinate the work on geopolitical delegations (strategic development of EUDEL network, cooperation with MS Embassies, WLAD follow-up) and other HR policies including HR strategy, demography, and agility. 	Mr P. Battista: pasqualino.battista@eeas.europa.eu

ECO.FIIC	Policy Officer	Job no. 390588	<ul style="list-style-type: none"> • Be the focal point and coordinator within EEAS for the European Fund for Sustainable Development + (including related project pipelines), the External Action Guarantee and the articulation with Global Gateway as well as supporting the European financial architecture for development (EFAD) and acting as interface with the European Development Financial Institutions (EDFIs). • Act as focal point for Growth, Private Sector Development and Investment Climate including SDG 8 (economic growth and decent jobs), responsible value- chains and business conduct, business environment and investment climate, and regional integration; • Facilitating and coordinate the EEAS contribution and participation in the TEIs linked to the Growth and Jobs priority and the 'prosperity' priority area under Global Challenges thematic programme. • Contributing to the preparation of FAC/Development and Council meetings in her/his respective areas of responsibilities (including CODEV). 	<p>Mr M. Cervone: michele.cervone@eeas.europa.eu</p>
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GLOBAL.GI.2	Policy Officer	Job no. 390589	<ul style="list-style-type: none"> • Coordinate input to the Global Gateway Inter-Service Group from EU Delegations and facilitate their follow-up with the private sector; • Connect with associations of European businesses and European private financial institutions; • Advise EEAS management / HRVP Cabinet on operationalising links between the EEAS and possible investors in priority countries; • Advise on ways to strengthen the competence of EEAS staff in Delegations in understanding the role of the Delegation in supporting the EU private sector. 	Mr D. Ringrose: david.ringrose@eeas.europa.eu
GLOBAL.GI.3	Policy Officer	Job no. 390593	<ul style="list-style-type: none"> • Provide analysis and political advice on climate and green transition related aspects with focus on the Global South; • Contribute to diplomatic outreach/Climate diplomacy to the Global South countries and international organisations (seminars/webinars, bilateral discussions with partners, policymakers' roundtables, donor and IFI discussions); • Contribute to the work of EU Delegations, EEAS geo departments and relevant Council formations/groups with a focus on the countries in the Global South to further strengthen coordinated implementation of EU climate action; • Contribute to the EU work on Team Europe actions related to climate change aspects in the Global South; • Contribute to mainstreaming climate aspects of global south in geographic departments of the EEAS and relevant Council formations/groups. 	Ms A. Strzaska: anna.strzaska@eeas.europa.eu

GLOBAL.VMR.3	Policy Officer	Job no. 412434	<ul style="list-style-type: none"> • Develop and implement EU Human Rights policies in line with the EU Action Plan on Human Rights and Democracy, in coordination with other EEAS departments and Commission services; • Forge coherency of EU policy positions by working closely with Commission services, Member States in the Council Working Group on Human Rights (COHOM); • Contribute to the definition of EU external human rights policy and to the promotion and defence of human rights in a specific region to be determined, in collaboration with other geographical services concerned and EU Delegations; • Participate in meetings of the Council Working Group on Human Rights, of the European Parliament subcommittee on Human Rights, and other inter-institutional meetings. • Maintain regular contact with civil society organisations from EU and third countries and other stakeholders on relevant thematic files. 	Ms L. Ragher: Luisa.RAGHER@eeas.europa.eu
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MD AFRICA	Policy Officer	Job no. 390600	<ul style="list-style-type: none"> • Act as focal point and coordinator for the MD in the fields of security and defence; • Establish and develop relations with services responsible for CSDP issues, as well as with the EUMS and INTCEN. 	Mr M. Vuillermet: Matthieu.VUILLERMET@eeas.europa.eu
MD AFRICA	Policy Officer	Job no. 390602	<ul style="list-style-type: none"> • Coordinate work around development issues; • Act as focal point and coordinator of the work of the MD related to NDICI (Annual Action Plans, Strategic Steering Committees, mid-term review, etc.). 	Mr M. Vuillermet: Matthieu.VUILLERMET@eeas.europa.eu
AFRICA.5	Desk Officer - Somalia and South Sudan	Job no. 390612	<ul style="list-style-type: none"> • Contribute to the overall work on Somalia; • Manage work on South Sudan; • Contribute to the work of the EU on post-AMISOM security architecture and follow-up of the new UN resolution on piracy. 	Mr J. Jonsson: jonas.jonsson@eeas.europa.eu

AMERICAS.3	Desk Officer - Venezuela	Job no. 390614	<ul style="list-style-type: none"> • Monitor, analyse and provide assessments on the political, social, economic and humanitarian situation in Venezuela; • Organise meetings, prepare briefings, participate in and report on the numerous meetings; • Liaise continuously with the Delegation and with other services in the EEAS and Commission as well as with EU member states. 	Ms V. Lorenzo: veronique.lorenzo@eeas.europa.eu
AMERICAS.4	Desk Officer - US	Job no. 390616	<ul style="list-style-type: none"> • Monitor domestic, foreign, economic and security policy developments in the US and Canada; • Draft and contribute to briefings, speeches, statements, high-level visits related to the EU's relations with the US and Canada; • Assist in the preparation of summits, ministerial and high-level meetings; • Monitor policy developments in the economic field and in the area of connectivity (incl. on transport, infrastructure, space and science tech, research & education); • Liaise with relevant EEAS departments, European Commission services and other EU institutions, and with the EU Delegations in Washington and Ottawa, to advance EU-US and EU-Canada cooperation. 	Ms R. Bajada: ruth.bajada@eeas.europa.eu

POL.1	Policy Officer	Job no. 390706	<ul style="list-style-type: none"> • Develop and manage sanctions regimes designations, in close cooperation with EEAS geographic services, Council and Commission; • Support the negotiation of sanctions regimes including through research and the preparation of policy papers and legal acts; • Prepare/coordinate/review/support listing proposals for individual designations; • Provide policy guidance in the area of sanctions within the EEAS, to other Institutions and to Member States; • Monitor international trends and developments in the area of sanctions and maintain contacts with third countries. 	Ms S. De Waele: sandra.de-waele@eeas.europa.eu
POL.DPD	Policy officer	Job no. 390618	<ul style="list-style-type: none"> • Assist and advise the Deputy Political Director (DPD) in the management of the bilateral relations with third parties within and outside the EEAS; • Ensure that objectives are achieved and expected outputs delivered on time, in close coordination with the Political Assistant to the PSC Chair. 	Ms S. Kyrolainen: saana.kyrolainen@eeas.europa.eu

EUROPE.2	Policy officer	Job no. 390622	<ul style="list-style-type: none"> • Work on regional economic cooperation, incl. RCM, RCC, SEECP, CEFTA, SEE Energy/Transport Communities; • Participate in the Berlin Process, incl. Connectivity; • Contribute to European Economic Diplomacy; • Focus on the Green Agenda and the Global Gateway; • Work on specific country portfolio as required (poss. desk Kosovo). 	<p>Ms E. Fenet: elsa.fenet@eeas.europa.eu</p>
EURCA.5	Desk Officer - Belarus	Job no. 410503	<ul style="list-style-type: none"> • Monitor, analyse and provide assessments on developments in the country; • Contribute to the development and implementation of EU policies towards Belarus; • Liaise with other EU institutions, as well as with Member States and other international partners; • Prepare briefings, communication material, and replies to parliamentary questions and to citizens' petitions and letters; • Represent the division as required. 	<p>Ms Dlouchy: Dorota.DLOUCHY@eeas.europa.eu</p>

ASIAPAC.2	Desk Officer - Afghanistan	Job no. 390635	<ul style="list-style-type: none"> • Contribute to the analysis of socio-economic developments within Afghanistan and in its region with a focus on connectivity aspects; • Focus on policy issues linked to the national, regional and international efforts to create a stable and secure Afghanistan; • Follow actively and promote efforts in support of the implementation of the 5 benchmarks identified in the Council Conclusions on Afghanistan in September 2021; • Promote efforts to manage the spill-over effects of the Afghan crisis to its region and towards Europe, including through outreach to key actors; • Contribute to the definition and implementation of EU policies, tasks and the development of the EU's relations with the new authorities in the country. 	Ms D. Derya: deren.derya@eeas.europa.eu
ASIAPAC.3	Desk Officer - South-East Asia	Job no. 390634	<ul style="list-style-type: none"> • Contribute toward the definition, coordination, promotion and implementation of EU policies concerning the political, economic, diplomatic and other relations with ASEAN and ASEAN member states; • Analyse, follow up and give updates on the political, economic, social and security situation in the South East Asia region; • Liaise and build alliances with third country authorities, regional organisations and their representatives in Brussels, and liaise with MS' representatives in relation to political issues; • Follow-up on briefing requests/dossiers concerning EU relations with the South East Asia region; • Assist in the representation of the EU in ministerial and high level meetings with ASEAN and ASEAN member states by providing briefings for the HRVP/Commissioner/senior officials. 	Ms B. Plinkert: barbara.plinkert@eeas.europa.eu

DMD.CPCC.1	Policy Officer	Job no. 400082	<ul style="list-style-type: none"> • Contribute to the development and monitoring on CPCC operational cooperation with the United Nations, NATO, OSCE, African Union and partner countries (primarily Third States contributing personnel to civilian CSDP) in close cooperation with SECDEFPOL.2; • Coordinate, implement and monitor existing EU policies in the area of Third States participation in civilian Common Security and Defence Policy (CSDP), in close coordination with CPCC.2 and CPCC.3 and SECDEFPOL.2; • Provide analysis on operational developments relevant for CPCC within the United Nations, NATO, OSCE, the African Union and in partner countries (Third States), developing analysis papers, option papers, Food-For-Thought papers in close cooperation with SECDEFPOL and ISP; • Draft new or amended operational concepts, policy documents and communication relevant for the evolution of civilian CSDP and in response to the requirements of the Civilian Compact and the Strategic Compass including in new areas of engagement for civilian CSDP missions; • Prepare and draft policy activities, including preparatory documents. 	<p>Ms M. Matei: mihaela.matei@eeas.europa.eu</p>
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SECDEFPOL.5	Policy Officer	Job no. 390718	<ul style="list-style-type: none"> • Support the Special Envoy for Space with expertise in the areas of geospatial intelligence, geospatial information and space-based Earth observation; • Support the HR/VP on the operational responsibilities for the security of EU Space Programme systems and services, including by joining the Galileo Threat Response Architecture (GTRA) 24/7 duty officers team; • Collaborate with Commission and Council services in space-related areas in the defence and security domains, in particular Copernicus and international cooperation in space; • Reinforce the team of duty officers working in shifts. 	Ms C. Claeys: carine.claeys@eeas.europa.eu
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ISP.1	Policy officer	Job no. 390653	<ul style="list-style-type: none"> • Contribute to developing and implementing the Integrated Approach to external conflicts and crises; • Promote organisation-wide knowledge sharing within the area of EU Crisis Response and stabilisation, liaison with EEAS structures/Commission/Member States/others; • Work on development, coordination and implementation of policy activities in the field of knowledge management and on the definition of strategic objectives related to this; • Provide strategic level advice on CSDP training policy and networking with key stakeholders; • Monitor and support to the new implementing Guidelines on CSDP training; • Coordinate the assessments of the CSDP training policy. 	Mr B. De Schietere: brice.de-schietere@eeas.europa.eu
ISP.3	Policy Officer	Job no. 390668	<ul style="list-style-type: none"> • Plan and monitor the EU Common Security and Defence Policy (CSDP) missions and operations, in particular EU Training Mission Mozambique at politico-strategic level. 	Mr A. Charlton: andrew.charlton@eeas.europa.eu