

## **EEAS Vacancy Notice**

### **Seconded National Expert in the Directorate for Middle East and North Africa (MENA)**

#### **Policy Officer (MENA.1)**

**COST-FREE**

**AD level post**

**Job No 390650**

#### **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.

Within the Middle East and North Africa (MENA) Directorate, the Division EEAS MENA 1 covers relations with regional organisations (UfM, LAS, OIC, GCC and ALF), the implementation of the Agenda for the Mediterranean as well as the Communication of the Gulf as far as the GCC is concerned. It is also in charge of coordinating programming issues for the entire MENA Directorate. It also is responsible for reflecting thematic priorities of the EU (i.e. green deal, connectivity, socio-economic transitions etc.) in the implementation of EU MENA policies and with these organisations.

#### **We propose:**

The post of a "cost-free" Seconded National Expert on the position of Desk Officer for relations with the Arab League and cross directorate global priorities.

The successful candidate will join the MENA 1 division, and will be primarily reinforcing the desk responsible for organising structured cooperation and dialogue with the Arab League and contribute with his /her expertise to follow relevant developments and to help inform policy towards the Southern Neighbourhood, addressing inter alia global and regional priority challenges. This implies working closely with all relevant stakeholders, notably EEAS GLOBAL directorate, Commission services and EUDELS.

#### **Functions and Duties:**

Under the authority of the Head of the Division, the Seconded National Expert is expected to perform the following tasks:

- Help organise structured cooperation and dialogue with the Arab League as per the Memorandum of Understanding signed in 2015;
- Contribute to the definition and implementation of EU thematic policies towards the countries members of the Southern Neighbourhood, notably the members of the Arab League, in co-ordination with Member States, Commission services, other EEAS Divisions and other partners;

- Monitor and analyse thematic developments in and relevant for partner countries of the regional organisations such as the Arab League, the Gulf Cooperation Council, the Organisation for Islamic Countries and the Union for the Mediterranean as they impact on the relationship with those countries;
- Contribute to the development of related thematic policies of the EEAS and Commission services (in particular green deal, connectivity, socio-economic transition etc.) in view of helping inform relations with partners;
- Liaise and co-ordinate with all relevant stakeholders, including EU Delegations and Partner Missions in Brussels, with a view to help identify and exploit opportunities to strengthen relations as well as to identify and mitigate potential problems which could undermine relations;
- Prepare briefing notes and reports whenever required to do so and attend internal meetings as well as meetings of relevant Council Working Groups;
- Cooperate closely with relevant EEAS and European Commission, ensuring effective back up as required.

### **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.

He/she 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<sup>1</sup>;
- c) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties;

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<sup>1</sup> 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>

- 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. Professional knowledge**

Candidates should:

- Have an excellent ability to maintain diplomatic relations and to ensure representation and communication in a complex, multicultural environment;
- Have an excellent capacity to create constructive working relations with EU institutions, EU Member States and international organisations.

Furthermore:

- Work experience in the Arab world or in the broader Middle East; and
- Previous experience as a co-desk or desk,

Would be considered strong assets.

##### **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, rapid grasp of problems and capacity to identify issues and solutions;
- Have strong drafting (especially in English), communication and analytical skills combined with sound judgement.

##### **C. Languages**

- A thorough knowledge (capacity to write and speak) in English is required. French would be an asset. Knowledge of Arabic would be a strong asset.

##### **D. Personal Qualities**

- Have good interpersonal skills, in particular willingness to work in a good team spirit while remaining able to work independently;

- Have the ability to cope with short deadlines and periods of pressure, and to adapt to evolving regional dynamics;
- Be flexible and adaptable have the ability to take personal responsibility. Good organisational skills and a strong sense of prioritisation are important;

### **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](mailto: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, please contact:**

[SNE-HQ@eeas.europa.eu](mailto:SNE-HQ@eeas.europa.eu)

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