



## VACANCY NOTICE - EXTERNAL PUBLICATION

Reference: 2021-169 DEL(AD) PO, UNITED NATIONS, GENEVA

Post: Political Officer

Type of post: Administrator (AD5-AD12)

Candidates from national diplomatic services: AD7

Closing date for applications: Friday, 10 September 2021, 12.00 noon Brussels time.

Target take-up duty date (TUD): October/November 2021.

Contact point:

Christine GRAU, Head of Division, GLOBAL.4

[christine.grau@eeas.europa.eu](mailto:christine.grau@eeas.europa.eu)

### 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:

Job n°	Place of posting <sup>1</sup>	Job Title	LCA	Duration	Grading
291768	DEL UN, GENEVA, Switzerland	Political Officer (Migration & Refugee Affairs)	0%	4 years	Current staff: AD05-12 New staff TA2(e): AD 7

### WE PROPOSE:

Under the responsibility of the Head of Delegation and the direct supervision of the Head of Section for Humanitarian Affairs and Migration, the selected candidate will assist the Head of Delegation in fulfilling their mandate:

In particular, the jobholder will have the following functions and duties:

- contribute to analysis and reporting on refugee and migration affairs;
- preparation of briefings and position papers;
- liaison with relevant UN and other international organisations as well as maintain contacts with civil society;
- The jobholder will also maintain regular contacts with EU Member States and other key partners on migration and refugee related issues with the main purpose of achieving, maintaining and presenting coordinated EU positions in UN and other relevant fora and negotiating on behalf of the EU and its Member States.

### POLICY ANALYSIS

- The jobholder may be asked to provide expertise in the following domains (which will be further defined, limited or extended by the Head of Delegation and the Head of Section, as needs evolve): Follow policy discussions and promote EU interests in the areas of migration and refugees. Monitor the key stakeholders' positions in on-going or planned multilateral, regional or bilateral negotiations;
- Contribute to, assist in and prepare reports regularly and in a timely manner (including early warnings, specific requests, info flashes and "think pieces"). Develop briefings/position papers and contribute to the preparation and implementation of initiatives by the UN and other organisations. Contribute to the formulation of the EU strategy in relation to specific organisations followed.

<sup>1</sup> 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](mailto:RIGHTS-AND-OBLIGATIONS@eeas.europa.eu).

## REPRESENTATION, NEGOTIATION and PARTICIPATION

- a) Develop contacts with representatives of international organisations in the areas covered, other stakeholders, and representatives of the EU Member States' diplomatic missions;
- b) Prepare and contribute to local EU coordination;
- c) Monitor activities implemented by the organisations in question and develop EU coordinated and/or EU positions for meetings of governing bodies;
- d) Prepare and conduct negotiation in the area of migration and refugees on behalf of the EU and its Member States.

## EXTERNAL COMMUNICATION (general)

- a) Contribute to present and explain EU positions and policies to counterparts in international organisations and in relevant multilateral fora;
- b) Contribute to the Press and Information activities of the Delegation in all relevant areas.

## LEGAL BASIS:

The vacancy is to be filled in accordance with the following articles of the Staff Regulations<sup>2</sup> (SR): Article 29(1)(a) SR and Article 98 SR; Article 29(1)(b) SR; Article 29(1)(c) SR.

This Vacancy Notice is based on ADMIN(2021)221 Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 01/07/2021 on the periodic serving of Officials and Temporary Agents in Union Delegations.

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.

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.

Please note that a candidate who has formally accepted a post in a Delegation will be, in principle, considered non-eligible for other posts in Delegations published in the same rotation year.

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<sup>2</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>

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

Without prejudice to exemptions authorised by the Appointing Authority for exceptional and justified reasons, an EEAS staff applying for a posting shall be subject to the following conditions by the time of posting:

- a) the candidate shall be in a position to serve the full duration of the posting within the duration of their service with the EEAS or before reaching the age of retirement foreseen under Article 52(a) of the Staff Regulations;
- b) the candidate serving in a posting at the time of the application is eligible for a new posting if they are included in the rotation or mobility exercises or if the last day for submitting the applications for the vacancy notice is less than six months from the end of their ongoing posting, unless in the case of career progression ;
- c) the candidate shall have served a minimum of two years in headquarters after return from two consecutive postings, unless in the case of career progression;
- d) the candidate is not eligible for posts/functions to which they have already been assigned in the same Delegation;
- e) the candidate is not eligible for a posting in a Delegation in which they have already served unless a minimum of two years would have elapsed between the start of the new posting and the end of a previous posting in that Delegation;
- f) the candidate is not eligible for a third posting to the same Delegation, irrespective of the functions;
- g) the candidate is not eligible for a non-family, compound-confined posting unless a minimum of two years would have elapsed between the start of the new posting and the end of a previous compound-confined non-family posting.

Please note that officials shall serve in Union Delegations for no more than two consecutive postings. Only in the interest of the service, the Appointing Authority may exceptionally authorise a third consecutive posting, on condition that the total duration of the assignment to Union Delegations, including the duration of an exceptional third consecutive posting, shall not be superior to 12 years and three months. After two, or exceptionally three, postings, the official shall return to headquarters.

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.

In the case of candidatures from EU officials on leave for personal grounds, provided they are eligible for the post, successful candidates will be reinstated into active employment in accordance with Articles 35(a) and 40 of the Staff Regulations.

## **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)	AD7 <sup>3</sup>
	(EEAS Staff/Officials)	AD5/12
External relations experience (all candidates)		> 2 years
Professional experience (MS candidates)		> 6 years

Candidates from EU nations diplomatic services must 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.

<sup>3</sup> 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:

Candidates should have:

1. excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
2. excellent capacity to create constructive working relations with national authorities, international organisations and EU Member States;
3. strong drafting, communication and analytical skills combined with sound judgement;
4. excellent knowledge of the EU's internal and external policies and instruments and functioning of the Union;
5. experience and knowledge of CFSP and CSDP-related issues;
6. knowledge of the key areas of the delegation's activities;
7. excellent knowledge of the functioning of the Union and of its interinstitutional framework in general.

In addition, the following would be assets:

- proven experience in working in a Delegation or an Embassy (or equivalent in an international organisation)

## CONDITIONS OF RECRUITMENT AND EMPLOYMENT

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

### Medical clearance and security clearance

A candidate selected for a posting shall be assigned or appointed on condition that they are physically fit to perform their duties in the post of assignment certified by the **medical clearance**, in line with Art 10 of the EEAS Rotation Decision.

A candidate selected for a posting shall be assigned or appointed on condition that they are granted **Personnel Security Clearance (PSC)** at EU SECRET level in accordance with Decision ADMIN(2019) 7 of the Director General for Budget and Administration of the EEAS of 8 March 2019 on Security Clearance Requirements and Procedures for the European External Action Service. A selected candidate that is not in possession of the required PSC shall initiate the process for requesting the PSC in accordance with Article 5 of Decision ADMIN(2019) 7 within **ten working days** from the notification of their selection for the post, in line with Art 11 of the EEAS Rotation Decision.

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 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 **his or her partner** and family, as well as possible security risks. The Human Resources Directorate may ask for additional information from the applicant in this context.

All postings will in principle be **aligned with the rotation cycle and have the 31 August** of a given year as end date. The end date of a Temporary Agent contract will normally be aligned with the annual rotation/mobility date in the EEAS, irrespective of the starting date and within the overall limit of four years.

Successful candidates shall participate in all compulsory pre-posting **training**. All posts in an EU Delegation require the successful completion of BASE, a security e-learning.

## APPLICATION AND SELECTION PROCEDURE

Candidates are deemed to be fully aware of the provisions of **Annex X** of the Staff Regulations, which applies to staff serving in Delegations located outside the European Union, regarding their rights and obligations (leave entitlements, allowances, reimbursement of expenses, social security benefits).

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 and the accommodation provided (Annex X, Article 5 or 23), before applying. Candidates are strongly encouraged to consult the relevant [Country Post reports](#) which are available from EEAS.BA.HR.3, Rights, Obligations and Medical Cell Division: [Rights-and-Obligations@eeas.europa.eu](mailto:Rights-and-Obligations@eeas.europa.eu).

## 1. Application procedure<sup>4</sup>

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*.

Programme ID: 2021-169 DEL (AD) PO DEL UN GENEVA (Migration & Refugee Affairs)



*e-Application*

<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](mailto:EEAS-IT-HELPDESK@eeas.europa.eu).

During the on-line application procedure candidates must complete the application form, and upload:

- their **CV** (in English or French, preferably using the Europass format <http://europass.cedefop.europa.eu/htm/index.htm>)
- a **motivation letter** (maximum 2 pages) in either English or French.
- the **certificate** from the Minister of Foreign Affairs (for current temporary agents applying for a renewal of their contract and for candidates from EU national diplomatic services): In accordance with Article 6(11) of Council Decision 427/2010, each Member State shall provide its officials who have become or renew their contract as 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.
- copy of their **passport/ID** (Candidates from the diplomatic services of the EU Member States)
- the “**absence of conflict of interest form**” annexed to these vacancy notice adequately filled in (Annex 1). Additional details on the absence of conflict of interest may be requested at a later stage from the selected candidates.

Deadline for submitting applications is **Friday, 10 September 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.**

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](mailto: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 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.

Contact: ([EEAS-AD-NON-MANAGEMENT-DELEGATIONS@eeas.europa.eu](mailto:EEAS-AD-NON-MANAGEMENT-DELEGATIONS@eeas.europa.eu))

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<sup>4</sup> 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](http://eeas.europa.eu/data_protection/index_en.htm). Direct link to the privacy statement [click here](#). EEAS Intranet: [e-DPO](#)

## EUROPEAN EXTERNAL ACTION SERVICE

**DECLARATION OF ABSENCE OF CONFLICT OF INTEREST**

*As per art. 6 in the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 1st of July 2021 on the periodic serving of Officials and Temporary Agents in Union Delegations (EEAS Rotation Decision), candidates shall “not have any conflict of interest such as to impair their independence if selected for the post. To this end, the candidates shall submit with their application a form declaring that they are free from any such conflict and detailing any actual or potential conflict of interest. This form shall also contain information on the nationalities, professional activities and other relevant facts concerning the spouse of the candidate or dependents living in the same household with the candidate”.*

Title/First name/NAME	
Nationality	
Candidate status:	
<input type="checkbox"/> Permanent official of the Institutions of the European Union <input type="checkbox"/> Current Temporary Agent serving in the EEAS <input type="checkbox"/> Candidate from a Member State	
Current employer:	

**ASSESSMENT TO BE FILLED BY CANDIDATE**

*In your opinion, do you have any personal interest, in particular a family or financial interest, or do you represent any other interests of third parties which would actually or potentially impair your independence in the course of your duties in the eventuality of your posting in a EU delegation and which may thus lead to any actual or potential conflict of interest relevant to that position?*

YES  NO

*If yes, please detail:*

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**I hereby certify that the information provided in this form is correct and complete and that my curriculum vitae is correct and duly updated.**

Date and signature:

**TO BE UPLOADED IN E-APPLICATION (“ATTACHED DOCUMENTS” TAB, “OTHERS”**