

## EEAS Vacancy Notice

### Cost-free Seconded National Expert (SNE)

#### Office of the European Union Representative to the West Bank and Gaza Strip

#### AD level post

Job number 259357 and 337001

#### 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

The position of Seconded National Expert (SNE) at the **Office of the European Union Representative to the West Bank and Gaza Strip** as a "cost-free" secondment, i.e. salary, insurances, schooling and other costs to be paid by the EU MS as appropriate.

#### We are looking for

EEAS is seeking a highly motivated colleague to occupy the post of SNE (Political Officer) at the **Office of the European Union Representative in the West Bank and Gaza Strip**, in the **Political, Press and Information Section**. This position is in **East Jerusalem**.

**Overall Purpose:** The Office of the European Union Representative to the West Bank and Gaza Strip (EUREP) represents the EU in the occupied Palestinian territory (oPt) and towards the Palestinian Authority (PA). EUREP also manages, co-ordinates and monitors the implementation of EU cooperation assistance to the Palestinians. The Political, Press and Information Section is following up on the political, economic and social situation on the ground, including with regard to international and humanitarian law and EU policies and priorities. In close coordination with headquarters and the EU Delegation in Tel Aviv, it maintains close working relations with relevant national authorities, political parties, Member States representatives, and other relevant organisations/institutions on issues related to Palestine. The section analyses and assesses relevant developments in order to develop, support, implement and advise on policy-making. Its communication and public diplomacy activities support the work of the EU and EUREP in engaging with the Palestinian public and disseminating messages on relevant EU policies and positions.

Towards this end, the SNE will monitor and contribute to:

- Analysis and reporting on the development, political and security situation in Palestine, including at the regional level and on political relations with the EU and Member States under the direct supervision of the Head of Section and/or Head of Delegation.
- Coordination with EU actors and Member States, as well as other local and international partners.
- Support to the Operations Section of EUREP in analysing and positioning the EU's development portfolio in the fields of politics, justice, rule of law, human rights and good governance.
- Assist the Head of Section in all other activities of the section, where required.

#### Functions and duties

##### **Policy analysis**

- Analyse and assess relevant political and economic developments in order to develop, support, implement and advise on policymaking.
- Participate in stakeholder consultations (UN, PA, EU MS and other diplomatic missions, NGOs, civil society) on issues related to Palestine and to the conflict with Israel.

- Draft analysis reports, annual reports, synthesis reports and briefings.
- Advise Head of Section and Head of Delegation on the above issues.
- Follow up developments and provide advice to the Head of Section and the Head of Delegation on:
  - Security-related issues, with a particular focus on security sector reform and stability enablers, impact of regional developments on the domestic situation in Palestine.
  - Intra-Palestinian reconciliation and elections.
  - Economic situation, developments and initiatives.
  - Human rights.
  - Peace components in relation to a future two-state solution.

### **Support to EUREP's tasks of representation, negotiation and communication**

- Support the section in its representation, negotiation and communication activities vis à vis the PA, diplomatic missions and international organisations, public and private organisations, and the wider public on areas of responsibility.
- Support incoming visits.
- Maintain network of contacts with PA and PLO officials, media, NGOs, think tanks, academics, EU actors, EU MS, third country representations.

### **Support for Presidency functions**

- Assist the Head of Section in local Presidency functions, in particular coordination meetings of EU Heads of Political Section.
- In areas of responsibility: preparation of presentations, documentation, organisation of visits, language for press and social media.
- Drafting of minutes and reports.

### **Legal basis**

- This vacancy is to be filled in accordance with 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<sup>1</sup> or, where justified in the interests of the service, professional training of an equivalent level.<sup>2</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.
- d) Have a security clearance of minimum level **EU-SECRET** 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

<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>

- g) Ensure that there is no conflict of interest and that they 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**

#### **A. Professional knowledge**

- Experience of at least 3 years in international environments (ministry, embassy, international organisation, NGO, etc.); extensive knowledge of the Middle East; knowledge of EU institutions, related decisional processes, CFSP-CFSD, JLS, EU external policies; experience from politically sensitive environments and areas of work.

#### **B. Skills**

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
- Have the ability to work in team, 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**

- Excellent knowledge and drafting skills in English are required (level B2/C1). Capacity to work and communicate under time constraints in an international and multilingual diplomatic environment. Knowledge of Arabic would be an advantage.

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

- Dynamic, motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges, including missions in conflict area.

### **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 that 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-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 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: Initial period of **two years**, renewable up to 4 years in total.

**HEAT** training is highly recommended for this posting.

The EEAS will cover for certain security costs and missions' costs incurred by the SNE posted in the EU Delegation.

Other costs such as removal costs, salary, insurance, schooling, etc. shall not be covered by the EEAS.

### **Other information**

- Integrity - The participants must maintain the highest standards of personal integrity, impartiality and self-discipline. Participants should be aware about information sensitivity and are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information related to their work as an SNE. The participants shall carry out their duties and act in the interest of the European Union.
- Flexibility and adaptability - The participants must be able to work in arduous conditions with a limited network of support and must be able to cope with extended separation from family and usual environment.
- Physical and mental health - The participants must be physically fit and in good health without any physical or mental problems or substance dependency which can impair operational performance on a mission.

**Available : 1 July 2026, (post No 259357), 1 September 2026 (post No 337001)**

**For further information, please contact:**

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

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