

EEAS Vacancy Notice

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

Policy Officer North Africa, POL.MENA.3 – North Africa Division

COST-FREE

AD level post

Job No 418886

We are:

The European External Action Service (EEAS) supports the High Representative in the exercise of her 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 her capacity as Vice-President of the Commission with regard to her 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: (To be completed by Directorate/Division)

The post of a “cost-free” Seconded National Expert on the position of co-desk officer for North Africa.

The successful candidate will join the POL.MENA.3 Division, which covers bilateral and sub-regional relations with Algeria, Egypt, Libya, Morocco, and Tunisia.

Functions and Duties:

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

- To contribute to the definition and implementation of EU policies affecting relations with one or more of the countries covered by the Division, including the implementation of the Association Agreements the EU has concluded with four of the five countries and other relevant frameworks such as Strategic and Comprehensive Partnerships or the Pact for the Mediterranean;
- To contribute to monitor, analyse and follow-up on domestic and foreign policy developments in North Africa, taking into consideration the regional challenges;
- To support and, as appropriate, organise bilateral dialogues (foreign policy, human rights, migration, and a wide range of co-operation in technical sectors), notably in the context of Committees and Sub-committees as defined by the Association Agreements;
- To liaise and coordinate with other relevant EEAS departments, relevant Commission Directorates-General, Council General Secretariat and the European Parliament;
- To ensure effective coordination and liaison with the EU Delegations in North Africa;
- To ensure effective coordination and liaison with EU member States (notably through the Maghreb-Mashreq Working Group/MaMa);
- To develop and maintain contacts at working level with other stakeholders in particular diplomatic missions, civil society, international organizations;

- To draft and contribute to briefings, reports, speeches, statements, correspondence, and other communications as well as to contribute to the organization of high-level visits;
- To contribute to other tasks within the division 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 relevant experience in politically sensitive posts. The candidate will be working in a friendly and dynamic environment and contribute to the work of a team of 14 people. He/she will be embedded in an international and multicultural environment, working 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:

- Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;
- 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;
- Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties;
- Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that he/she will carry out;
- Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;
- 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;

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>

- 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: (To be adapted as appropriate by the relevant Division)

Candidates should:

A. Professional knowledge

- Have at least five years of professional experience, preferably in a Ministry of Foreign Affairs.
- Have extensive knowledge of the MENA region and possess excellent analytical skills and political judgement.
- Good working knowledge of the EU (institutional) environment and instruments in the area of external policy.

B. Skills

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity and a pragmatic, problem-solving attitude, are required skills.
- Have the ability to work in team and experience in coordinating with a high number of different actors.
- Have excellent communication and in particular drafting skills.

C. Languages

- Excellent command of both French and English, orally and in writing (French is the working language for three of the five countries covered by the Division) is required for the position. Knowledge of Arabic would be a strong asset.

D. Personal Qualities

- Be dynamic, motivated, resilient, flexible, and work with a true team spirit. Able to adapt quickly to fluid 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 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

SNEs 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) 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 in total

Vacancy available from: 1 August 2026

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu

