



GUIDELINES 2027 ROTATION EXERCISE

AD POSTS IN EU DELEGATIONS (EXTERNAL PUBLICATION)

HEAD OF DELEGATION - AMBASSADOR
HEAD OF OFFICE
DEPUTY HEAD OF DELEGATION
HEAD OF SECTION
POLITICAL/POLICY OFFICER
POLITICAL AND ADMINISTRATION OFFICER

These Guidelines apply to the rotation of EEAS AD posts in EU Delegations published externally¹. The Decision ADMIN(2024) 20 of the High Representative of the Union for Foreign Affairs and Security Policy of 24 July 2024 on the periodic serving of Officials and Temporary Agents in Union Delegations, and repealing Decision ADMIN(2021) 221 of 1 July 2021 (hereinafter, the “EEAS Rotation Decision”), sets out the rules for Officials and Temporary Agents engaged under Article 2(e) of the Conditions of Employment of Other Servants of the European Union (hereinafter, the “CEOS”) to be assigned to an EEAS post in an EU Delegation.

Posts will be filled through publication in accordance with Article 29(1)(a) and (b), as well as Article 98(1), first subparagraph, of the Staff Regulations of Officials of the European Union (hereinafter, the “SR”)², by considering applications from:

1. permanent Officials of the institutions of the EU;
2. current EEAS Temporary Agents engaged under Article 2(e) of the CEOS (hereinafter, “Temporary Agents 2(e)”);
3. staff in active service from national diplomatic services of the Member States.

The posts published in the context of the 2027 rotation exercise are set out in the accompanying vacancy notices, which concern both management and non-management posts.

GENERAL ELIGIBILITY CRITERIA³

In order to be eligible, candidates must:

1. be nationals of one of the EU Member States and enjoy full rights as a citizen⁴;
2. be AD EU Officials with an eligible grade⁵, or current EEAS AD Temporary Agents 2(e) with an eligible grade, or staff from national diplomatic services of the Member States;
3. competition laureates who are on a valid reserve list established in accordance with Article 30 of the SR may have their applications considered only in the event that no suitable candidate can be found among candidates covered by Article 29(1)(a) and Article 98(1) of the SR, or by Article 29(1)(b) of the SR;
4. have the capacity to work in the Common Foreign and Security Policy (CFSP) working languages (English and French);
5. have proven, pertinent external relations experience (see table in Annex 1 to these guidelines for minimum number of years required). Staff from the national diplomatic services must have gained this experience from working in a diplomatic service of one of the Member States.

Furthermore, the following rules apply⁶:

6. candidates must 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 SR;
7. candidates serving in a posting at the time of the application must be in the last calendar year of their posting on the closing date for applications, unless they apply for a higher type of post;
8. candidates must have served a minimum of two years in headquarters after having returned from a post in a Delegation by the date when they are expected to take up duty in the new posting, unless in the case of career progression;
9. candidates are not eligible for posts/functions to which they have already been assigned in the same Delegation;
10. candidates are not eligible for a posting in a Delegation in which they have already served unless a minimum of two years has elapsed between the start of the new posting and the end of their previous posting in that Delegation;
11. candidates are not eligible for a third posting to the same Delegation, irrespective of the functions;

¹ If the interest of the service so requires, a selection procedure can be terminated at any stage and the post be filled by means of a reassignment, in accordance with Article 7(1) of the Staff Regulations.

² Link to the Staff Regulations: <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20210101&from=EN>

³ All eligibility criteria must be satisfied on the closing date for applications, except where specified otherwise.

⁴ In accordance with Article 28(a) of the SR and Article 12(2)(a) of the CEOS.

⁵ See below “Grades and minimum years of seniority”.

⁶ In accordance with Article 6(2) of the EEAS Rotation Decision, and without prejudice to exemptions exceptionally granted under Article 7 of this Decision.

12. candidates are not eligible for a second non-family/compound-confined posting unless a minimum of two years have elapsed between the start of the new posting and the end of their previous non-family/compound-confined posting;

13. candidates are eligible to apply only for a post corresponding to the type of post occupied at the time of the application or to a higher type of post as listed in Annex I to the SR.

Without prejudice to exemptions exceptionally granted under Article 7 of the EEAS Rotation Decision (see section “Exemptions” below), Officials and Temporary Agents 2(e) shall serve in Union Delegations for no more than two consecutive postings. **Please note that career progression does not constitute, per se, a reason for derogating from this rule.**

In the case of applications 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(4)(d) of the SR.

The concept of “career progression” is designed to allow staff to develop within the EEAS. Accordingly, it refers to applications for a higher type of post according to Section A of Annex I to the SR and the relevant EEAS internal rules (in particular the Decision ADMIN(2018) 2 of the High Representative of the Union for Foreign Affairs and Security Policy of 9 February 2018 on Types of Posts and Post Titles, as amended by the Decision ADMIN(2023) 26 of 20 July 2023 replacing the Annex to the Decision ADMIN(2018) 2):

1. Staff members who currently hold a management post⁷ and who apply for a higher management type of post;
2. Staff members who hold a post of “Administrator” (AD 5 – AD 12) and who apply for a “middle management” post (i.e. post corresponding to the “Head of Unit or equivalent” type of post, AD 9 – AD 14)⁸;
3. EEAS AST staff members who have successfully completed the certification procedure provided for in Article 45a SR and who apply for their first AD post.

Career progression is, in principle, not applicable inside the same EU Delegation, except in exceptional circumstances recognised as such by the Appointing

Authority/Authority Authorised to Conclude Contracts of Employment (AA/AACC) in the interest of the service.

SPECIFIC ELIGIBILITY CRITERIA FOR CURRENT EEAS TEMPORARY AGENTS 2(e)

1. EEAS Temporary Agents 2(e) currently assigned to an EU Delegation who are not included in the 2027 rotation exercise list are, in principle, not eligible. Therefore, their applications will only be taken into consideration in the interest of the service.
2. Applications from Temporary Agents currently employed in the EEAS Headquarters under Article 2(e) of the CEOS will be considered only during the third year of their first contract, unless they apply for a higher type of post.
3. Current EEAS Temporary Agents 2(e) who have completed two consecutive postings in EU Delegations are, in principle, not eligible.
4. Candidates from national diplomatic services who, at the time of their application, are Temporary Agents to whom Article 2(e) of the CEOS applies, are eligible to apply, irrespective of their current grade, provided that they fulfil the general eligibility criteria, as well as the present specific eligibility criteria for candidates from the Member States.
5. Current EEAS Temporary Agents 2(e) must have the renewed support of their Member State’s Ministry of Foreign Affairs for the post(s) for which they are applying (see further below, under “Application and Selection Procedure”), as well as the renewed guarantee of reinstatement in their Ministry of Foreign Affairs after the end of their contract with the EEAS.
6. Current EEAS Temporary Agents 2(e) must be able to finish the full duration of the posting (2, 3 or 4 years) within the maximum duration of their engagement in the EEAS⁹.

REQUESTS FOR EXEMPTIONS

Candidates who have already served two consecutive postings in Union Delegations or who do not fulfil the eligibility criteria foreseen under Article 6(2) and (3) of the EEAS Rotation Decision may, pursuant to Article 7 of the Rotation Decision submit a reasoned request for an exemption **in their motivation letter, detailing the reasons for the request.** Such requests will be

permanent servants (temporary and contract staff) under successive different types of limited duration contracts shall be 8 years in a reference period of 13 years, or in exceptional circumstances and in the interest of the service, 10 years in a reference period of 15 years (Article 2 of the Decision ADMIN(2023) 24 of the High Representative of the Union for Foreign Affairs and Security Policy of 14 July 2023 on the maximum duration of engagement by the European External Action Service of non-permanent staff under successive limited duration contracts of different types, and on the minimum lapse of time between successive contracts under Article 2(e) of the CEOS and repealing the Decision ADMIN(2020) 10 of the High Representative of the Union for Foreign Affairs and Security Policy of 16 July 2020.

⁷ According to Article 2(4) of the EEAS Rotation Decision, ‘Management posts in Delegations’ means posts of Heads of Delegation which are classified at the level of “Director-General” (AD 15 – AD 16), “Director” (AD 14 – AD 15) or “Head of Unit or equivalent” (AD 9 – AD 14) and Deputy Heads of Delegation classified at the level of “Head of Unit or equivalent” (AD 9 – AD 14) as referred to in Annex I, point A, to the SR.

⁸ Posts of Head of Section in EU Delegations are not considered as “middle management” posts.

⁹ Maximum of 4 years, with a possible renewal of maximum 4 years. In exceptional circumstances and in the interest of the service, at the end of the eighth year, the contract may be extended for a maximum of 2 years (Article 50b(2) of the CEOS). The maximum duration of the engagement by the EEAS of non-

examined and might be granted by the Appointing Authority in the interest of the service.

GRADES AND MINIMUM YEARS OF SENIORITY

MANAGEMENT POSTS:

- **HEAD OF DELEGATION - AMBASSADOR**
- **HEAD OF OFFICE**
- **DEPUTY HEAD OF DELEGATION**

1. For posts graded at **AD 15 – AD 16**, EU Officials must be either:
 - a) AD 15 or AD 16 and occupying a post corresponding to the type of post “Director-General”; or
 - b) AD 15 and occupying a post corresponding to the type of post “Director”, with a seniority of at least 2 years in that post; or
 - c) AD 14 and occupying or having occupied a post corresponding to the type of post “Director”, with a seniority of at least 2 years in that post and in that grade.

In the event of a successful application, EU Officials in grade AD 15 or AD 16 will be assigned to the post at their current grade. Candidates in grade AD 14 will be promoted to grade AD 15.

Candidates from the Member States and current EEAS Temporary Agents 2(e) will be recruited/assigned at grade AD 15.

2. For posts graded at **AD 14 – AD 15**, EU Officials must be either:
 - a) AD 14 or AD 15 and occupying a post corresponding to the type of post “Director”; or
 - b) AD 14 and occupying or having occupied a “middle management” post corresponding to the type of post “Head of Unit or equivalent” for at least 2 years; or
 - c) AD 13 and occupying or having occupied a “middle management” post corresponding to the type of post “Head of Unit or equivalent”, with a seniority of at least 2 years in that post and in that grade.

In the event of a successful application, EU Officials in grade AD 14 or AD 15 will be assigned to the post at their current grade. Candidates in grade AD 13 will be promoted to grade AD 14.

Candidates from the Member States and current EEAS Temporary Agents 2(e) will be recruited/assigned at grade AD 14.

3. For posts graded at **AD 9 – AD 14**, EU Officials must be either:
 - a) AD 9 to AD 14; or
 - b) AD 8 and with at least 2 years' seniority in that grade.

¹⁰ Experts (AD 9 - 14) are, in principle, not eligible for non-management posts graded at AD 5 - 12 in Delegations, unless a derogation is granted in the interest of the service. When selected for such a post, an expert in grade AD 12 or below will be asked to opt out of the expert career path in order to be reassigned to

In the event of a successful application, EU Officials in grade AD 9 to AD 14 will be appointed to the post at their current grade. Candidates in grade AD 8 will be promoted to grade AD 9. Candidates from the Member States and current EEAS Temporary Agents 2(e) will be recruited/assigned at grade AD 12.

NON-MANAGEMENT POSTS:

- **HEAD OF SECTION**
- **POLITICAL/POLICY OFFICER**
- **POLITICAL AND ADMINISTRATION OFFICER**

All posts are graded at **AD 5 – AD 12**. EU Officials and current EEAS Temporary Agents 2(e) occupying at any grade a post corresponding to the “Administrator or equivalent” (AD 5 – AD 12) type of post are eligible^{10 11}, as well as EEAS AST Officials who have successfully passed the certification procedure.

SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE MEMBER STATES

In accordance with Article 5(3) of the SR, and with Articles 10(1), 12(2) and 50b(2) of the CEOS, in order to be eligible, candidates from the Member States must:

1. be nationals of one of the EU Member States;
2. possess a level of education which corresponds to completed university studies, attested by a diploma, when the normal period of university education is 4 years or more;

or

possess a level of education which corresponds to completed university studies, attested by a diploma, plus relevant professional experience of at least one year, when the normal period of university education is at least 3 years;
3. have the required full-time professional experience (see table in Annex 1 for minimum number of years required). This experience must have been gained after completing university studies of 4 years, or of 3 years plus 1 year relevant professional experience, as set out in point 2 above. Candidates must indicate their level of education and professional experience on the application form;
4. provide a statement, under the format provided by the EEAS, issued by their Member State's Ministry of Foreign Affairs, which contains at least all the following elements:
 - the post(s) for which the candidate applies;
 - that the candidate is a staff member in active

this post, in line with the Expert Guidelines on Expert posts (Ref. Ares(2021)6396381 - 19/10/2021).

¹¹ EEAS Officials in grades AD 13 and AD 14 who are not occupying or who have not occupied a management post may express interest for these posts.

status in the national diplomatic service¹² at the time of application, either as an official or under a permanent employment relationship;

- that their Ministry of Foreign Affairs endorses their application for the post;
- a guarantee of immediate reinstatement in their Ministry of Foreign Affairs or, when applicable, in their parent administration at the end of their contract with the EEAS.

The template to be used can be found in annex 3

If candidates are unable to provide this document from their Ministry of Foreign Affairs, their application will be deemed ineligible.

Candidates from the Member States who have served continuously 8 years or more, up to the maximum of 10 years¹³, as EEAS Temporary Agents 2(e) are not eligible during a period of at least 2 years starting from the date of termination of their last contract with the EEAS¹⁴.

SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FOR A MANAGEMENT POST (HEAD OF DELEGATION, HEAD OF OFFICE AND DEPUTY HEAD OF DELEGATION) IN EU DELEGATIONS

In accordance with Article 6(3) of the EEAS Rotation Decision, candidates for a management post in an EU Delegation shall:

1. have served a minimum of two years in a Union Delegation or in a diplomatic mission of an EU Member State;
2. have no less than three years' management experience with responsibility for at least six subordinate staff members;
3. not have been accredited as a resident diplomat to the country of the posting at any time during the two years preceding the start date of the assignment indicated in the vacancy notice.

POSTING POLICY

The date foreseen for taking up duty for all posts in the context of the rotation exercise is **1st September** of any given year, unless otherwise specified¹⁵.

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.

The duration of a posting will be between 2 and 4 years, subject to a possible evolution of the Living Conditions Allowance (LCA)¹⁶.

The AA/AACC may shorten or extend the duration of the posting by no more than one year, on its own initiative in the interest of the service and after hearing the staff member concerned, or upon justified request from this staff member, in particular due to modifications of the LCA.

The LCA and the duration of the posting will be tentatively indicated in the vacancy notice and confirmed to the candidates through the notification of their selection. As a guiding principle:

1. For posts with a LCA of 25% or less, the duration of the posting will in principle be 4 years.
2. For posts where the living and working conditions are defined as "difficult" and "very difficult" (LCA of 30% to 40%), the duration of the posting will in principle be 3 years.
3. For non-family postings, the duration of the posting is reduced to 2 years.

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

By applying for a post, the candidate agrees to serve, if selected, for the duration of the post, as confirmed through the notification of their selection.

CONDITIONS OF RECRUITMENT AND EMPLOYMENT

PERSONNEL SECURITY CLEARANCE

A candidate selected for a posting shall be assigned or appointed on condition that they are granted a **Personnel Security Clearance (PSC)** at EU SECRET level in accordance with the Decision ADMIN(2023) 18 of the High Representative of the Union for Foreign Affairs and Security Policy on the security rules for the European External Action Service of 19 June 2023 and with the Decision ADMIN(2025)42 of the Secretary-General of the European External Action Service of 20 November 2025 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information.

¹² Candidates having a permanent employment relationship with a government ministry of their Member State, other than the Ministry of Foreign Affairs (MFA) or equivalent, and who, at the time of their application, are on formal secondment to their Member State's MFA or an entity placed under the authority of the MFA (such as a Permanent representation, an embassy or a mission of the Member State accredited to an international organisation) may also be considered as member of the national diplomatic service of that Member state.

¹³ In accordance with Article 50b(2) of the CEOS; see, in this regard, footnote no. 9.

¹⁴ As per the abovementioned Decision ADMIN(2023) 24.

¹⁵ Taking into account budgetary considerations and the interests of the service, this date may be advanced or postponed, on a case-by-case basis.

¹⁶ Living Conditions Allowance: "An allowance for living conditions shall be fixed, according to the official's place of employment, as a percentage of reference amount. That reference amount shall comprise the total basic salary, plus the expatriation allowance, household allowance and dependent child allowance, less the compulsory deductions referred to in the Staff Regulations or in the regulations adopted to implement them" (Article 10(1) of Annex X to the SR).

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(2025)42 within **ten working days** from the notification of their selection for the post, in line with Article 12 of the EEAS Rotation Decision. In case of refusal of the PSC, the candidate will not be assigned/recruited by the AA/AACC to the post concerned.

As a matter of policy, applications of individuals who have **dual nationality**¹⁷, one of which is the nationality of the country of posting to which they apply, will be considered eligible for a posting in that country only as a positive result of a case-by-case assessment.

The EEAS will also examine if there could be a conflict of interest and a risk of a possible refusal by the host country to grant diplomatic immunity to the staff member and/or to their **partner** and family. In case of refusal of the host country, the AA/AACC may decide to renounce to the assignment of the person concerned to a post in this country. The same applies in cases where the host country imposes visas or other restrictions to enter its territory and if refusal or significant delay is observed as regards the issuance of visas to the staff member concerned. The Directorate in charge of Human Resources may ask for additional information from the applicant in this context.

MEDICAL CLEARANCE

Candidates selected for a posting shall be assigned or appointed on condition that they are fit to perform their duties in their future post of assignment in a Union Delegation.

To this end, candidates selected for a posting shall obtain a medical clearance within the conditions foreseen in Article 11 of the EEAS Rotation Decision.

Please be aware that the domestic legislation of third countries hosting EU Delegations may at any time require, *inter alia*, a valid vaccination certificate in order to work or to obtain an entry visa. It is the obligation of the successful candidate to comply with the national rules in force¹⁸. Failing to do so, the AA/AACC may decide to withdraw its decision on the selection.

OTHER

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

Candidates are deemed to be fully aware of the **local living conditions**, including *inter alia* information concerning security, health care, education, social acceptance of sexual orientation, employment opportunities for spouses and the accommodation provided (Article 5 or 23 of Annex X to the SR), before applying. Candidates are strongly encouraged to consult the relevant [Country Post reports](#) which are available from EEAS.RM.01, Coordination Division: RM-01-COORDINATION@eeas.europa.eu.

Delegations located within the European Union (i.e. Delegations in Paris, Rome, Strasbourg and Vienna) are covered by the provisions of **Annex VII** to the SR¹⁹.

Candidates for **Head of Delegation** positions should be aware of the specific provisions for **residence** where they shall reside. All EU Residences for Heads of Delegation are provided by the Institution under Article 5 of Annex X to the SR. The residence has a double function: it is the venue foreseen for the official representation under the terms of the Vienna Convention of 1961; it is also the private home of the Head of Delegation. For obvious budgetary reasons, official residences are normally kept for long periods of time; hence under normal circumstances it is not possible to choose a different residence when a new Head of Delegation is appointed.

TRAINING

Successful candidates shall participate in all compulsory pre-posting **trainings**.

All posts in an EU Delegation require the successful completion of 'BASE', a security e-learning. Postings in higher risk countries also require the successful completion of the security e-learning 'SAFE'. If not completed, the AA/AACC may decide to postpone the taking up of duties in the country of assignment, which would imply that financial entitlements under Annex X to the SR would not be applicable. Moreover, for some posts, 'Hostile Environment Awareness Training' (HEAT) is mandatory or recommended before taking up duty²⁰. Failure to undergo HEAT training in due time may result in the postponement of the taking up duty or, in exceptional cases, to the withdrawal of the assignment offer.

Considering that the selected candidates could act as Chargé d'Affaires *ad interim* in the absence of the Head of Delegation, they will need to successfully follow the required trainings (including SUMMA) allowing them to receive the temporary sub-delegation on the budget managed by the Delegation.

¹⁷ Posting of individuals having the nationality of the receiving State is subject to the consent of such State per provisions of the Vienna Convention on Diplomatic Relations of 1961.

¹⁸ Article 41 of the Vienna Convention on Diplomatic Relations provides: "*Without prejudice to their privileges and immunities, it is the duty of all persons enjoying such privileges and immunities to respect the laws and regulations of the receiving State*".

¹⁹ A posting to a Delegation within the EU does, *inter alia*, not give rise to an entitlement for the reimbursement of housing or schooling costs.

²⁰ The Appointing Authority (AA/AACC) may decide not to appoint a selected candidate who does not successfully participate in the HEAT training.

APPLICATION AND SELECTION PROCEDURE²¹

Basic Data protection provisions are to be followed in accordance with Regulation (EU) 2018/1725²². The related Privacy Statement provides information on how the EEAS is processing personal data²³.

1) Application procedure

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria, including belonging to the relevant type of post, or having the minimum number of years of seniority in the grade bracket immediately below of the post applied for, in order to avoid automatic exclusion from the selection procedure.

All candidates must apply through e-Application (choose Rotation), the online system available at: <https://eapplication.eeas.europa.eu>

To log on to **e-Application**, an EU LOGIN is required; external candidates without an account can register through the link above. EU staff members with a professional EU LOGIN account should use that account for their application. A helpdesk facility is available via the Contact Support tab in the **e-Application**.

Candidates may list a maximum of 8 posts in order of preference for each rotation publication (management and non-management). A choice of 8 posts may be made among all posts offered in the AD management rotation (Head of Delegation and Deputy Head of Delegation posts) and a choice of 8 posts may be made among all posts offered in the AD non-management rotation²⁴ via **e-Application**, using their EU login and password.

Candidates are invited to indicate whether they would be interested in considering **other posts** included in the 2027 rotation exercise, should none of the 8 posts indicated as priorities be assigned to them.

During the online application procedure, candidates must upload either in English or French:

- 1) Their CV (preferably using the Europass format, available at the website of the European Centre for the Development of Vocational Training: [link to Europass website](#)).
- 2) One single motivation letter (maximum 2 pages) covering all posts applied for. Candidates applying for a Head of Delegation post are invited to focus, in their motivation letter, on their management and

interpersonal skills, and illustrate these with concrete examples.

- 3) The “absence of conflict of interest form” annexed to these guidelines adequately filled in. Additional details on the absence of conflict of interest may be requested at a later stage from the selected candidates.
- 4) Candidates from the Member States and current EEAS Temporary Agents 2(e) must also upload a copy of their passport/ID.

Temporary agents 2(e) currently working in the EEAS must upload a certificate confirming i) the renewed support of their Member State's Ministry of Foreign Affairs for the post(s) for which they are applying as well as ii) the renewed guarantee of reinstatement in their Ministry of Foreign Affairs after the end of their contract with the EEAS. The template to be used can be found in annex 3.

- 5) Candidates from the Member States must upload the statement of their Ministry of Foreign Affairs described in point 4) of the section “Specific eligibility criteria for candidates from the Member States” above. The template to be used can be found in annex 3.

Temporary Agents 2(e) currently working in the EEAS and taking part in the rotation exercise will only be granted a second contract if selected for a new post.

The closing date for applications is Thursday 10 September 2026 at 12.00 noon (Brussels time).

Please note that the **only** way to submit an application is by using the online system. Any submission by email will not be accepted. **Applications received after the deadline will not be accepted**²⁵. As the system may experience peak activity around the deadline for applications, candidates are strongly advised to submit their application as **early as possible**.

For correspondence concerning the selection procedures, please use the following email addresses:

For Ambassador and Deputy Head of Delegation posts:
[CCA Secretariat](#)

For Head of Section and Political Officer posts:
AD-Non-Management-Delegations@eeas.europa.eu

2) Pre-selection and selection

The pre-selection and selection will be done according to the rules set forth in Article 4 of the Decision ADMIN(2023) 25 of 10/07/2023 the High

by the Decision ADMIN(2019) 8 of the High Representative of the Union for Foreign Affairs and Security Policy of 1 October 2019 on implementing rules relating to the protection of personal data by the European External Action Service and the application of Regulation (EU) 2018/1725.

The privacy statement is available on the EEAS website: [EEAS Privacy Statement - Data Protection Notice](#) and on the EEAS Intranet: [here](#).

²⁴ Additionally, EEAS staff may apply for a maximum of 8 posts in the internal AD non-management rotation exercise.

²⁵ Any technical difficulties must be reported with screenshots before the deadline via the Help function in e-Application.

²¹ If the interest of the service so requires, a selection procedure can be terminated at any stage and the post be filled by a reassignment in accordance with Article 7 of the SR.

²² Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39–98).

²³ Your personal data will be processed in accordance with Regulation (EU) 2018/1725, as implemented, within the EEAS,

Representative of the Union for Foreign Affairs and Security policy of 9 March 2011, on the Consultative Committee on Appointments (CCA) to the European External Action Service (Heads of Delegation) and Articles 9 (Deputy Heads of Delegation) and 10 (non-management posts) of the EEAS Rotation Decision.

EQUAL OPPORTUNITIES

The EEAS strives to be a dynamic, respectful and inclusive Service. We value the talent and professional excellence of our staff, and are committed to building an organisation where gender equality and the respect of diversity are core values, as set out in the [EEAS Mission Statement](#) and the [EEAS Agenda for Diversity and Inclusion](#). The EEAS is committed to achieving gender balance within its workforce and strives to avoid any form of discrimination during this selection procedure, as per Article 1(d) of the SR. We actively welcome applications from all qualified candidates without any discrimination based on any ground. We commit to recruit candidates with the highest standard of ability, efficiency and integrity, carrying out a selection based on merits required for the post and from the broadest possible geographical basis among the EU Member States.

The EEAS is committed to working with people with disabilities in the terms of the SR. If, by virtue of your medical condition or special needs, you require reasonable accommodation for a part or the entirety of this selection process, please send us an email to CCA-SECRETARIAT@eeas.europa.eu for applications for management posts) or EEAS-AD-Non-Management-Delegations@eeas.europa.eu (for applications for non-management posts). Your request will be treated in strict confidence and no record will be kept. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Article 1(d)(4) of the SR.

All selected candidates are expected to adhere to the [Principles of Professional Behaviour of the EEAS](#), which outline the need for integrity, transparency, respect, professionalism and accountability, and a zero tolerance approach to any form of harassment.

MINIMUM YEARS OF EXPERIENCE REQUIRED FOR MANAGEMENT POSTS:

**HEADS OF DELEGATION
AND
DEPUTY HEADS OF DELEGATION**

	Posts published at level:		
For Temporary Agents 2(e) /candidates from the Member States:	AD 12	AD 14	AD 15
For EU Staff Members:	AD 9 – AD 14	AD 14 – AD 15	AD 15 – AD 16
Management experience	≥ 3 years	≥ 7 years At relevant level	≥ 9 years At relevant level
External relations experience	≥ 6 years	≥ 10 years	≥ 12 years
Professional experience (Temporary Agents 2(e)/Member States candidates only)	≥ 12 years	≥ 15 years	≥ 15 years

MINIMUM YEARS OF EXPERIENCE REQUIRED FOR NON-MANAGEMENT POSTS:

	Posts published at level:	
	POLITICAL/POLICY OFFICER	HEAD OF SECTION
	POLITICAL AND ADMINISTRATION OFFICER	
For Temporary Agents 2(e)/Candidates from the Member States:	AD 7	AD 9
For EU Staff Members:	AD 5 – AD 12	AD 5 – AD 12
External relations experience	≥ 2 years	≥ 3 years
Professional experience (Temporary Agents 2(e)/Member States candidates only)	≥ 6 years	≥ 10 years

EUROPEAN EXTERNAL ACTION SERVICE



**DECLARATION OF ACTUAL OR POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY
CANDIDATES IN ROTATION 2027**

Article 11a of the SR:

*“1. An official shall not, in the performance of his duties and save as hereinafter provided, deal with a matter in which, directly or indirectly, he has any personal interest such as to impair his independence, and, in particular, family and financial interests.
2. Any official to whom it falls, in the performance of his duties, to deal with a matter referred to above shall immediately inform the Appointing Authority. The Appointing Authority shall take any appropriate measure, and may in particular relieve the official from responsibility in this matter.”*

These provisions apply by analogy to Temporary Agents by virtue of Article 11 of the CEOS.

Article 6(1)(a) of the Decision ADMIN(2024) 20 of the High Representative of the Union for Foreign Affairs and Security Policy of 24 July 2024 on the periodic serving of Officials and Temporary Agents in Union Delegations and repealing Decision ADMIN(2021) 221 of 1 July 2021:

“[Candidates shall] not have any conflict of interest such as to impair their independence if selected for the post. To that end, the candidate, using a specific form, shall inform the Appointing Authority of 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 them”.

It is the candidates' duty to inform through this form the EEAS of any actual or potential conflict of interest regarding their future tasks. The candidates shall be broad in the identification of actual or potential conflict of interests.

It is up to the administration, and not to the candidates themselves, to assess on this basis whether they are sources of conflict of interests and, if applicable, whether they constitute an issue for the transfer to that post in the context of the rotation, or whether they should call for adequate mitigating measures to protect both the interests of the Institution and of the selected candidate.

Title/First name/Last Name	
Candidate status:	
☐ Permanent Official of the Institutions of the EU	☐ Candidate from a Member State
☐ Current EEAS Temporary Agent	☐ EPSO/internal competition laureate. Competition no.:
Current and former EU nationality/nationalities:	
Current and former non-EU nationality/nationalities:	(if not applicable, tick here) ☐
Current employer:	
Spouse/partner's EU nationality/nationalities:	(if not applicable, tick here) ☐
Spouse/partner's non-EU nationality/nationalities:	(if not applicable, tick here) ☐
Spouse/partner's professional activities:	(if not applicable, tick here) ☐
Dependents' nationality/nationalities:	(if not applicable, tick here) ☐

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?

Positions applied for:

Job title	Job number	Delegation	Conflict of interest?
1.			YES ☐ NO ☐
2.			YES ☐ NO ☐
3.			YES ☐ NO ☐
4.			YES ☐ NO ☐
5.			YES ☐ NO ☐
6.			YES ☐ NO ☐
7.			YES ☐ NO ☐
8.			YES ☐ NO ☐

If yes, please detail:

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

I understand that any infringement of the above requirements under the SR and the CEOS may lead, *inter alia*, to a reassignment in the interest of the service or/and, if I am a staff member of the EEAS, to the opening of an administrative investigation based on Article 86 of the SR and to a potential disciplinary procedure under Annex IX to the SR.

Date and signature:

**PLEASE FILL IN, PRINT, SIGN AND SCAN.
TO BE UPLOADED IN e-APPLICATION ("ATTACHED DOCUMENTS")**

CERTIFICATE OF ADMINISTRATIVE STATUS, ENDORSEMENT AND REINSTATEMENT²⁶

Staff from national diplomatic services of the Member States (Article 98(1), first subparagraph, of the Staff Regulations)

It is certified herewith that for the purposes of the application for the post(s) of *Click or tap here to enter text.*, Mr/Ms *Click or tap here to enter text.* is employed on a permanent basis by the national diplomatic service²⁷ of *insert Member State* and is in active service on the date of signature of the present certificate.

The Ministry of Foreign Affairs²⁸ of *insert Member State* endorses the application of Mr/Ms *Click or tap here to enter text.* for the above post(s).

In accordance with Article 6(11) of the Decision 2010/427/EU of the Council and Article 50b(2) of the Conditions of Employment of Other Servants of the European Union, Mr/Ms *Click or tap here to enter text.* has a guarantee of immediate reinstatement in active service at the end of his/her period of service to the EEAS.

²⁶ To be completed and certified by the competent authority of the national diplomatic service.

²⁷ Candidates having a permanent employment relationship with a government ministry of their Member State, other than the Ministry of Foreign Affairs (MFA) or equivalent, and who, at the time of their application, are on formal secondment to their Member State's MFA or an entity placed under the authority of the MFA (such as a Permanent representation or a mission of the Member State accredited to an international organisation) may also be considered as member of the national diplomatic service of that Member State.

²⁸ Notwithstanding national terminology that may vary from one Member State to another.