

EEAS Vacancy Notice

Seconded National Expert in the EEAS Department for Middle East and Northern Africa

Policy Officer, Iran Division (EEAS.POL.MENA.6)

COST-FREE

AD level post

Job No 522036

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:

The post of a "cost-free" Seconded National Expert on the position of Policy Officer in the Iran Division (POL.MENA.6), covering in particular Iran's domestic situation (political and human rights, security and economic developments).

The successful candidate will join the EEAS' Iran Division (POL.MENA.6) in the Department for Middle East and Northern Africa (MENA) under the supervision of the Deputy Secretary General for Political Affairs and in close cooperation with other EEAS departments and European Commission services.

Functions and Duties:

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

- Provide regular briefings, analysis, expert advice as well as operational support in implementing and shaping the EU's policies vis-à-vis Iran, taking into account the broader political and socio-economic dimensions.
- Liaise, as appropriate, with other EU bodies, EU Member States, including the country representing the EU locally in Iran, as well as a wide range of diplomatic stakeholders and civil society representatives.
- Maintain close contact with relevant services across EEAS geographic and thematic departments, Commission services, to ensure complementarity and consistency of EU policy on Iran, including through the EXCO group and in the context of Council Working Groups (MOG/COHOM/IPCR).
- Prepare briefing notes for the HRVP and senior EU officials, other policy papers and material relevant to the Division's work.

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 solid diplomatic experience relevant to the position, a good understanding of EU policy-making and decision-making processes, as well as of inter-institutional relations. The candidate will be working in a dynamic, 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 functions equivalent to those of function group AD 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;
- 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/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.

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>

Selection criteria:

Candidates should:

A. Professional knowledge

- Have a professional experience of at least 3 years in the Ministry of Foreign Affairs.
- Have excellent knowledge of external relations, and of the functioning of the EU.
- Have experience and knowledge of CFSP-related issues.
- Have full work proficiency in languages of the CFSP necessary for the performance of their duties. Knowledge of other EU languages would be an asset.
- Have good knowledge of the Iran file, ideally gained through first-hand experience in the country or region (strong asset).

B. Skills

- Have an excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multilateral environment.
- Have an excellent capacity to create effective and constructive working relations with EU Member States, international organizations and national authorities of the country.
- Have strong drafting and analytical skills combined with sound judgement, the ability to work in a team, and to coordinate and to communicate effectively.

Furthermore:

- Experience of working in an Embassy/EU Delegation (or equivalent in an international organisation);
 - Experience of working in a team in multi-disciplinary and multi-cultural environment;
 - Experience of negotiating in an international context;
- would be considered assets.

C. Languages

- A thorough knowledge (capacity to write and speak) in English is required, and French would be a strong asset.
- Knowledge of Farsi would be an asset, but not mandatory.

D. Personal Qualities

- Dynamic, motivated and flexible personality. Able to adapt quickly to new situations and deal with a challenging portfolio, including heavy workload and missions in conflict area.

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: Immediately

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu

