



LIETUVOS NUOLATINĖ ATSTOVYBĖ EUROPOS SĄJUNGOJE

Biudžetinė įstaiga, Rue Belliard 41-43, 1040 Briuselis, Belgija, tel. + 32 2 771 01 40

El. p. office.eu@urm.lt, <http://www.eu.mfa.lt>

Viešojo valdymo agentūrai
LR užsienio reikalų ministerijai
LR vidaus reikalų ministerijai
LR krašto apsaugos ministerijai

2026-05-

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DĖL NAUJŲ DARBO SKELBIMŲ PERSIUNTIMO

Persiunčiame Europos išorės veiksmų tarnybos (EIVT) raštą, kuriuo informuojama apie naujus darbo skelbimus įvairioms pareigybėms.

Vyriausiasis patarėjas,

Tomas Gražiūnas

Laikinais atliekantis Lietuvos nuolatinio atstovo Europos Sąjungoje funkcijas



EUROPEAN SECURITY AND DEFENCE COLLEGE

To the Permanent Representatives of the
Member States of the European Union

Subject: Recruitment of one co-financed seconded national expert within the Secretariat of the European Security and Defence College (ESDC)

Your Excellency,

I am pleased to inform you that we are recruiting one co-financed seconded national expert at the European Security and Defence College (ESDC) as a training manager (cyber), in accordance with the Decision of the High Representative of 4 February 2014, and in particular Article 16 thereof. (job number, 318344)

The rules applicable to national experts seconded to the EEAS also apply *mutatis mutandis* to national experts seconded to the ESDC (Council Decision (CFSP) 2024/3116 establishing a European Security and Defence College).

I would be much obliged if you could forward the enclosed vacancy notice to the relevant ministries in your Member State, as well as to the PSC Ambassador.

Applications should be sent by your Permanent Representation by email only to Division RM.BHR.3 'Selection and Recruitment' (SNE-CSDP@eeas.europa.eu) of the EEAS.

Candidates must submit a CV and motivation letter in English or French, using the Europass CV template that can be found here:

<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

Only applications received in the above mentioned formats by **30 June 2026 at 13:00 (CET)** will be taken into consideration.

The ESDC will examine the applications in terms of the required competences and the ESDC will hold selection interviews in July 2026.

Vacancy available from: ASAP

Please note that all seconded national experts posted to the EEAS must have security clearance of at least EU SECRET/SECRET UE level.

Please draw the attention of the relevant ministries and services to the fact that the EEAS implements data protection rules in accordance with Regulation (EU) 2018/1725. Consequently, potential applicants should be informed that their CVs will be circulated to the EEAS services involved in the selection process and the management of the secondment, as well as within the ESDC.

I take this opportunity to sincerely thank you for your cooperation.

Fergal Ó Regan

e-signed

Head of the European Security
and Defence College

Enclosures:

Council Decision (CFSP) 2024/3116 of 9 December 2024
Vacancy notice post 318344

Cc: EEAS.RM.BHR.3

EEAS Vacancy Notice

Seconded National Expert in the European Security and Defence College

Training Manager (Cyber)

CO-FINANCED

AD level post

Job No 318344

We are

As set out in the Council Decision (CFSP) 2024/3116 of 9 December 2024, the mission of the European Security and Defence College (ESDC) is to provide training and education in the field of the EU's Common Security and Defence Policy (CSDP) and in the wider context of the Common Foreign and Security Policy (CFSP) at the European level, in order to develop and promote a common understanding of CFSP and CSDP among civilian and military personnel, and to identify and disseminate best practice in relation to various CFSP and CSDP issues through its training and education activities.

The ESDC works under the overall responsibility of the High Representative of the Union for Foreign Affairs and Security Policy (HR). The European External Action Service (EEAS) supports the HR in the exercise of her mandate to conduct and implement an effective and coherent EU CFSP, of representing the EU and of chairing the Foreign Affairs Council.

What we are offering

The post of a 'co-financed' seconded national expert (SNE) as a training manager with a focus on Cyber. You will be a member of the ESDC team, assume cross-cutting responsibilities, and provide support to other members of staff within the ESDC. A key task will be to support the ESDC's Cyber Education, Training, Exercise, and Evaluation (ETEE) platform by developing training capacities for EU civilian and military personnel and external personnel as well as contributing to EU Cyber Security and Defence policies.

Functions and Duties

Under the authority of the ESDC management, and coordinated by the ESDC Coordinator for Cyber, the SNE is expected to perform the following tasks and responsibilities:

- Organise, support and lead courses, seminars and conferences with a focus on, but not limited to, education and training for CSDP in terms of Cyber related training;
- Contribute to the development of the ESDC Cyber ETEE Platform;

- Take responsibility for all aspects of files and projects attributed to ESDC management, throughout the entire project cycle;
- Seek and implement new partnerships in the cyber education domain;
- Implement programmes and initiatives, plans, activities and training in the area of cyber security/cyber defence;
- Contribute to the lessons learned process of the ESDC;
- Contribute to drafting policy documents;
- Contribute to ESDC publications on the ESDC website and social media;
- Contribute to the training requirements analysis carried out by the Committee for Civilian Aspects of Crisis Management/EU Civilian Training Group and EU Military Training Group, as relevant for current ESDC training;
- Contribute to the implementation of the digital transformation initiatives;
- Contribute to ESDC reports (e.g. Annual Report), and develop, maintain and monitor benchmarks and report results;
- Contribute to establishing the ESDC as an inclusive and diverse workplace including on gender equality, sexual orientation, gender identities, disabilities and ethnicity;
- Evaluate cyber courses and contribute to the revision of cyber course curricula;
- Support in the development of e-learning material;
- Perform additional tasks, as instructed by the ESDC hierarchy.

We are looking for

A dynamic, flexible and proactive colleague with a strong sense of service and a good knowledge and understanding of the theories, concepts and approaches relating to the common security and defence culture, as well as best practice and partnerships. The successful candidate must possess qualifications in cyber and/or experience in cyber training, have a strong ability to identify gaps in existing trainings and be able to develop training courses in cyber, workshops and tools to efficiently address those gaps. He/she will also have the relevant knowledge and expertise to address linkages, opportunities and risks relating to peace, security and defence.

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, 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 Union¹ or, where justified in the interests of the service, professional training of an equivalent level.²;
- 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; Decision ADMIN(2023) 18 on the security rules for the European External Action Service
- 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.
- h) Have professional experience in the field of cyber, information technology or information security, or hold academic degree in any of these domains.

Selection criteria

A. Qualifications and experience required

- University degree or equivalent level of education;
- Ideally have cybersecurity an interdisciplinary education and knowledge in computer science, or cyber defence, project management, problem solving, data analysis and other IT domains;

¹ Regulation (EEC, Euratom, ECSC) No 259/68 of the Council of 29 February 1968 (OJ L 56, 4.3.1968, p.1) and successive amendments.

² 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>

- Experience and knowledge of EU cyber policies, values and priorities, including but not limited to CFSP and CSDP;
- Familiarity with the EU cyber eco-system;
- Experience in working in multicultural, international teams;
- Experience in sustainable conference and seminar organisation;
- Experience in agile, inclusive and gender-responsive team working methods in diverse, multinational teams.

B. Skills required

- Excellent ability to maintain diplomatic relations and to represent the ESDC and communicate well in a complex, multicultural environment;
- Excellent ability to create constructive working relations with governmental and non-governmental entities, including military bodies, law enforcement agencies, government representatives and civil society organisations;
- Strong drafting, communication and analytical skills combined with sound judgement;
- Ability to remain objective in complex scenarios and to display sensitivity;
- Good organisational skills, ability to work under pressure to tight deadlines and ability to manage multiple tasks and unexpected demands;
- Ability to work professionally as a member of the ESDC, in mixed-composition task forces and working groups, in an interesting and challenging environment;
- Good computer skills are essential, in particular in word processing, spreadsheet and presentation software, internet/intranet and email systems; knowledge of other IT tools would be an asset.

C. Languages

- Thorough knowledge of one EU working language and satisfactory knowledge of another one are required; in practical terms, in order to perform required duties, that means an excellent command of written and spoken English, in particular good report-writing skills; good knowledge of written and spoken French is desirable;

D. Personal Qualities

- Maintain the highest standards of personal integrity, impartiality and self-discipline. The expert must exercise the greatest discretion with regard to all facts and information coming to his/her knowledge in the performance of his/her duties;
- Be a dynamic, motivated and flexible individual;
- Be 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 staff and applicants. The EEAS is committed to promoting gender equality and preventing discrimination on any grounds. Applications are particularly welcome from qualified candidates of diverse backgrounds, ensuring the broadest possible geographical representation among the EU Member States. We aim for a service which is truly representative of society, where each staff member feels respected, can perform at their best, and is supported in reaching their full potential.

Candidates with disabilities are encouraged to contact sne-hq@eeas.europa.eu in order to accommodate any special needs and provide assistance to ensure equal access to the selection procedure. Should a candidate with a disability be selected, the EEAS is committed to providing reasonable accommodation in accordance with Article 1d(4) of the Staff Regulations.

Co-financed SNEs will be entitled to

- Daily allowance (45.16 €/per calendar day for the distance 0-150km or 180.65 €/calendar day for the distance >150 km³) throughout the period of secondment;
- Monthly allowance calculated on the basis of the distance between the place of origin (the employer's head office) and the place of secondment (between 0 to 1019.33 €/month⁴);
- Reimbursement of travel on taking up duties/at the end of the secondment on a flat-rate basis (if not paid by the employer).

The following expenses will be covered by the EEAS

Costs of professional travel (missions) incurred by the SNE posted to the EEAS HQ;

- accident insurance 24/7 for SNE (not family members);
- Other expenses such as removal costs, allowances, salary, insurance, schooling (while the SNE maintains the right to enrol the children in a European School type I) and costs related to enrolment in the interinstitutional nurseries or the after-school centre managed by the European Commission's Early Childhood Centre will not be covered by the EEAS. However, if the SNE makes use of these two facilities for their dependent children, the EEAS will recover any invoiced cost (including the institutional and parental contributions) from the Seconded National Expert concerned on a yearly basis. For further information, please contact RM-01-COORDINATION@eeas.europa.eu.

Closing date for submission of applications: 30 June 2026 at 13:00 (CET).

Vacancy available from: ASAP

³ Daily allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2026) 1 of 19/01/2026

⁴ Monthly allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2026) 1 of 19/01/2026

Place of secondment: Brussels, Belgium

For further information, please contact:

Administrative questions: SNE-CSDP@eeas.europa.eu

Selection and profile related questions: ESDC-VACANCIES@eeas.europa.eu



EUROPEAN EXTERNAL ACTION SERVICE



Consultative Committee on Appointments Core members and substitutes

	Core member 1	Core member 2	Substitute 1	Substitute 2
2026-2027				
2025-2026	Greece	Malta	Finland	Ireland
2024-2025	Latvia	Slovenia	Lithuania	Slovakia
2023-2024	Luxembourg	Croatia	Portugal	Greece
2022-2023	Hungary	Finland	Ireland	Sweden
2021-2022	Denmark	Malta	Estonia	Slovenia
2020-2021	Spain	Greece	Belgium	Czech Republic
2019-2020	Netherlands	Lithuania	Slovakia	Bulgaria
2018-2019	Belgium	Bulgaria	Poland	Romania
2017-2018	Poland	Sweden	Spain	Italy
2016-2017	Ireland	Italy	Denmark	Luxembourg
2015-2016	Portugal	Romania	Croatia	Lithuania
2014-2015	Cyprus	Latvia	Germany	Hungary
2013-2014	Czech Republic	Germany	France	Netherlands

2012-2013	Estonia	France	Austria	Latvia
2011-2012	Austria	Slovakia	Cyprus	Malta



2024/3116

10.12.2024

COUNCIL DECISION (CFSP) 2024/3116

of 9 December 2024

on the European Security and Defence College and repealing Decision (CFSP) 2020/1515

THE COUNCIL OF THE EUROPEAN UNION,

Having regard to the Treaty on European Union, and in particular Article 28(1) and Article 42(4) thereof,

Having regard to the proposal from the High Representative of the Union for Foreign Affairs and Security Policy,

Whereas:

- (1) On 19 October 2020, the Council adopted Decision (CFSP) 2020/1515 ⁽¹⁾, which established a European Security and Defence College ('ESDC').
- (2) On 21 March 2022, the Council approved the Strategic Compass for Security and Defence (the 'Strategic Compass'), with the objective to make the Union a stronger and more capable security provider, including by effectively implementing the Union's integrated approach, as well as reinforcing the Union's civilian and military CSDP missions by providing them with more robust and flexible mandates, and promoting rapid and more flexible decision-making.
- (3) On 22 May 2023, the Council agreed to the EU Civilian CSDP Compact, which seeks to enhance the effectiveness, impact, flexibility and robustness of civilian missions, in order to tackle emerging and future security challenges.
- (4) On 12 December 2023, the Political and Security Committee endorsed the EUCTG-EUMTG Strategic Guidance on CSDP Training, and recommended revising Decision (CFSP) 2020/1515 to further support Member States in effectively and efficiently implementing the EU Policy on CSDP Training.
- (5) In the '2024 EU Policy on CSDP training', the ESDC is designated as the principal organ responsible for implementing the policy and for coordinating CSDP training activities. This designation is made without prejudice to the competences of Member States.
- (6) The ESDC enjoys legal capacity, but relies in practice on the administrative structures, facilities of the European External Action Service (EEAS) for its functioning. In order to enable ESDC to carry out its mission, it is necessary to adopt certain provisions as regards the composition and status of ESDC staff, as well as the administrative support and facilities provided by the EEAS.
- (7) Decision (CFSP) 2020/1515 should therefore be revised. In the interest of legal clarity, that Decision should be repealed and replaced by this Decision,

HAS ADOPTED THIS DECISION:

Article 1

Continuity

1. The European Security and Defence College (ESDC), established by Decision (CFSP) 2020/1515 shall continue to operate, in accordance with this Decision, which repeals and replaces Decision (CFSP) 2020/1515.
2. This Decision shall not affect existing rights, obligations, rules or decisions adopted under Decision (CFSP) 2020/1515.

⁽¹⁾ Council Decision (CFSP) 2020/1515 of 19 October 2020 establishing a European Security and Defence College, and repealing Decision (CFSP) 2016/2382 (OJ L 348, 20.10.2020, p. 1, ELI: <http://data.europa.eu/eli/dec/2020/1515/oj>).

*Article 2***Mission**

The ESDC shall provide training and education in the field of the Union's Common Security and Defence Policy (CSDP) in the wider context of the Common Foreign and Security Policy (CFSP) in order to develop and promote a common understanding of CFSP and CSDP among civilian and military personnel, and to identify and disseminate best practices in relation to various CFSP and CSDP issues through its training and education activities.

*Article 3***Objectives**

1. The ESDC shall contribute to enhancing the common European security and defence culture within the Union and to promoting the principles laid down in Article 21(1) of the Treaty on European Union (TEU). It shall, in particular, have the following objectives:

- (a) supporting the implementation of the EU Policy on CSDP training, whilst ensuring consistency with other activities of the Union, where appropriate, acting in line with the EU Integrated Approach to External Conflicts and Crises, the Strategic Compass and the EU Civilian CSDP Compact;
- (b) ensuring the quality and coherence of CSDP training and education;
- (c) identifying, updating and responding to the training requirements of Member States, Union institutions, bodies, offices and agencies, as well as of CSDP Missions and Operations, and ensuring that relevant staff have the necessary knowledge and skills, a common understanding of CSDP Missions' and Operations' functioning principles, and are familiar with Union policies, institutions and procedures in the field of CSDP, as well as are able to work efficiently on all relevant CSDP matters at all levels (political, strategic, operational and tactical);
- (d) enabling pooling and sharing of CSDP training and education through a network of civilian and military training providers in the Member States;
- (e) supporting national and international training centres through advice on international educational standards, good practices and the latest research on CSDP, including at PhD level;
- (f) developing detailed arrangements for standardisation and certification, including quality assurance mechanisms for pooled and shared CSDP training;
- (g) supporting the Union's partnerships in the field of CSDP, in particular partnerships with countries participating in CSDP missions and operations;
- (h) supporting the Union's public diplomacy initiatives through its training activities in the European neighbourhood and beyond;
- (i) fostering synergies and complementarity between the civilian and military dimensions of CSDP, including through training in different domains.

2. In addition to the objectives set out in paragraph 1, the ESDC shall accomplish any other task in accordance with its mission, as to be decided by the Steering Committee, on an annual basis, with the EEAS and the ESDC secretariat acting in a support capacity.

*Article 4***Governance, implementation and reporting**

- 1. The Steering Committee shall be the decision-making body of the ESDC.
- 2. The ESDC shall work under the overall responsibility of the High Representative of the Union for Foreign Affairs and Security Policy (High Representative).
- 3. The overall steering of the ESDC's priorities and activities is the responsibility of the Council. The ESDC shall regularly inform the Council on its activities. It shall submit to the Council each year a report on its activities covering the previous calendar year.

*Article 5***Legal capacity**

1. The ESDC shall have the necessary legal capacity to fulfil its tasks and attain its objectives, and in particular to conclude contracts and administrative arrangements necessary for its functioning, to acquire or dispose of movable and immovable property, to procure services and supplies and discharge its liabilities, to hold bank accounts, and to be a party to legal proceedings.
2. Member States shall ensure that the ESDC enjoys the legal capacity accorded to legal persons under their laws. Any liability that may be incurred by the ESDC shall be covered by the funds made available to it pursuant to this Decision.

*Article 6***Structure of the ESDC**

The ESDC shall be structured as follows:

- (a) the Steering Committee, shall be the decision-making body of the ESDC, with responsibility for the overall coordination and direction of the ESDC training and education. Its role shall include giving direction on the content and priorities of the ESDC training programmes, and taking decisions on specific tasks, in line with the strategic priorities as defined by the Council;
- (b) the Executive Academic Board, representing the network provided for in Article 7, which shall provide academic advice and recommendations to the Steering Committee and be responsible for ensuring the quality and coherence of the ESDC training and education activities;
- (c) the Head of the ESDC, who shall also be head of the ESDC Secretariat, shall assist the Steering Committee and the Executive Academic Board in fulfilling their tasks, and shall be in charge of ensuring the overall quality and coherence of ESDC training and education activities;
- (d) the ESDC Secretariat, the role of which is set out in Article 13.

*Article 7***Network**

1. The ESDC shall be organised as a network bringing together providers of relevant training and education activities, namely civilian and military institutes, colleges, academies, universities, institutions, centres of excellence and other actors dealing with security and defence policy issues within the Union, as identified by Member States.
2. The ESDC shall establish close links and cooperate with the relevant Union institutions, bodies, offices and agencies, in particular the European Union Institute for Security Studies.
3. The ESDC shall draw on the expertise of international, governmental or non-governmental organisations and other relevant actors, such as the national training and education institutes of third countries, as appropriate and in line with the Union institutional framework, which may obtain the status of 'associate network partners', the detailed arrangements for which shall be agreed by the Steering Committee.

*Article 8***Steering Committee**

1. The Steering Committee shall be composed of one representative member appointed by each Member State. It shall meet at least four times a year. Each member of the Committee may be represented or accompanied by an alternate member. A representative of the EEAS shall participate in the meetings of the Steering Committee, without the right to vote.
2. The Steering Committee shall be chaired by a representative of the High Representative. The Chair shall facilitate the discussions on strategic orientation, ensure policy coherence, and lead consensus-building efforts among members, to reinforce the ESDC's contribution to an efficient and effective CSDP.

3. The Steering Committee shall take the necessary decisions with regard to the fulfilment and oversight of the ESDC's mission, objectives, and the overall functioning of the network. The Steering Committee shall, in particular:
 - (a) ensure the synergy and complementarity of activities between civilian and military training and related activities, while respecting national standards and certifications;
 - (b) approve the annual work programme of the ESDC, as well as annual budget proposals and any amendments thereto;
 - (c) approve the annual reports on ESDC training and education activities, and the recommendations contained therein;
 - (d) select and prioritise the training and education activities to be run under the ESDC, and approve, every year, any specific tasks for training and education activities to be conducted by the ESDC in accordance with its mission and objectives, taking into account the training requirements and available resources;
 - (e) adopt the curricula for all ESDC training and education activities; and,
 - (f) decide on the opening of specific ESDC training and education activities to third-country participation, in line with the Union institutional framework.
4. The Steering Committee shall provide overall guidance to the work of the Academic Board, the Head and the ESDC Secretariat.
5. The Steering Committee shall:
 - (a) appoint the Chairpersons of the Executive Academic Board and its various configurations;
 - (b) approve the Rules of Procedure of the Executive Academic Board;
 - (c) approve the estimate of revenue and expenditure of the ESDC referred to in Article 10(7);
 - (d) approve any voluntary financial contributions referred to in Article 17.
6. The Head of the ESDC, the ESDC Secretariat, the Chairperson of the Executive Academic Board and, when appropriate, the Chairpersons of the various configurations of the Executive Academic Board configurations, as well as representatives of the Commission and of other Union institutions, of the EEAS, or of other Union bodies, offices or agencies, may participate in the meetings of the Steering Committee, without the right to vote.
7. The Steering Committee shall act by qualified majority, as defined in Article 16(4) of the Treaty on European Union. It shall act by simple majority for the approval of its rules of procedure, and for other procedural decisions.
8. Where the ESDC receives a multi-annual contribution from the general budget of the European Union, the Steering Committee shall approve the annual budget proposal, acting by unanimity.

Article 9

Executive Academic Board

1. The Executive Academic Board (EAB) shall be composed of senior representatives from civilian and military institutions, and other relevant actors identified by Member States, as determined by the Steering Committee, ensuring an appropriate reflection of the civilian-military balance in its composition and configurations.
2. Representatives of the EEAS and the Commission shall be invited to attend the meetings of the EAB.
3. Academic experts, and senior officials from Union institutions and Member States may be invited to attend the meetings of the EAB, as observers. When appropriate, and on a case-by-case basis, academic experts and senior officials who represent organs outside the network may be invited to participate in the meetings of the EAB.

4. The tasks of the EAB shall be to:
 - (a) support the implementation, through the network and the Secretariat, of the ESDC annual work programme;
 - (b) support the general coordination of ESDC training and education activities among all participating training institutes;
 - (c) review the standards of the training and education activities undertaken in the previous academic year, and feed into the development of quality assurance through standardisation and certification;
 - (d) ensure the systematic evaluation of all ESDC training and education activities, in particular through the streamlining of course evaluation and reporting; and,
 - (e) develop a tailored, needs-based approach for the implementation of a new quality assurance system, the scope of which should be assessed and decided upon by the ESDC Steering Committee.
5. To fulfil its tasks, the EAB may meet in various project-focused configurations, supported by the ESDC Secretariat as appropriate. The EAB shall draw up the Terms of Reference of those configurations, for approval by the Steering Committee. Each configuration shall report on its activities to the EAB at least once a year. On a proposal by the EAB or by the ESDC Secretariat, the Steering Committee may decide to extend or terminate the mandate of specific configurations.
6. The Rules of Procedure of the Steering Committee shall apply *mutatis mutandis* to the EAB and to any specific configurations.

Article 10

Head of the ESDC

1. The Head of the ESDC shall be responsible for the administrative and financial management of the ESDC and shall be the legal representative of the ESDC.
2. Under the overall responsibility of the High Representative, the Head of the ESDC shall ensure the operation of the ESDC, as well as a safe and inclusive working environment, while upholding a high degree of expertise, professionalism and ethical standards in the management of the ESDC Secretariat, and shall ensure efficiency and effectiveness in carrying out ESDC's activities.
3. The Head of the ESDC shall report to the Steering Committee for activities in relation to accomplishing the mission, objectives and tasks of the ESDC.
4. The Head of the ESDC shall advise and assist the Steering Committee and the Executive Academic Board on the overall organisation and management of ESDC training and education activities.
5. The Head of the ESDC shall be in charge of the annual reporting of the ESDC, including with regard to the financial spending, containing the state of play with regard to its mission and objectives, as well as in charge of the implementation of any possible strategic guidance given by the Council, following its endorsement by the Steering Committee.
6. The Head of the ESDC shall submit an annual work plan to the Steering Committee on the basis of the proposals submitted by members of the network provided for in Article 7, in close cooperation with the EEAS and, as appropriate, in relation to the financing, with the Commission.
7. The Head of the ESDC shall submit to the Steering Committee an estimate of revenue and expenditure for the ESDC, no later than 15 June each year. Following approval by the Steering Committee, the Head of the ESDC shall transmit the estimate of revenue and expenditure to the Commission.

Article 11

Selection of the Head of the ESDC

1. Candidates for the position of Head of the ESDC shall be persons with recognised expertise and experience in training and education, as well as relevant management experience of an appropriate level. Each Member State may put forward one candidate for the position of Head of the ESDC. Staff of the Union institutions, bodies, offices and agencies, including of the EEAS, may also apply for this position.

2. The pre-selection process shall be organised under the responsibility of the High Representative. The pre-selection panel shall be composed of three representatives of the EEAS. It shall be chaired by the Chair of the Steering Committee. On the basis of the pre-selection results, the High Representative shall submit to the Steering Committee a recommendation with a shortlist of at least three candidates, drawn-up in the order of the pre-selection panel's preference. The candidates shall present their vision for the ESDC to the Steering Committee, after which the Steering Committee shall be invited to rank the candidates in a written, secret vote. The candidate obtaining the highest number of votes cast, shall be appointed by the High Representative, for a period not exceeding three years. If the highest-ranked candidates obtain an equal number of votes, further votes between those candidates shall take place, as required, until a single candidate obtains the highest number of votes.

3. Notwithstanding the Head's political accountability to the Steering Committee under Article 10(3) of this Decision, the Head of the ESDC shall perform his or her duties as a member of the EEAS staff under the authority of the High Representative as Appointing Authority or Authority Authorised to Conclude Contracts of Employment respectively (hereafter 'Appointing Authority').

4. Six months before the end of the period referred to in paragraph 2 of this Article, the Steering Committee shall evaluate the Head's performance of his or her tasks, including with respect to accomplishing the ESDC's mission and objectives, with respect to the vision for the ESDC presented during the selection process set out in paragraph 2 and the results achieved, and on the basis of any elements brought forward by the EEAS in its role of supporting the High Representative, relating to the overall management performance. The Steering Committee shall either propose to the High Representative to extend the mandate of the Head of the ESDC, or shall decide to launch a selection procedure for a new Head of the ESDC. In the case of an extension, the total duration of the mandate of the Head of the ESDC shall not exceed five years.

5. The High Representative may decide at any time, with the consent of the Steering Committee, to terminate the assignment of the Head, under either Article 47(b)(ii) and (iii) of the Conditions of Employment of Other Servants or Article 9 of Annex IX of the Staff Regulations of Officials (Staff Regulations), following, in the latter case, an administrative investigation launched by the Appointing Authority of the EEAS under Article 86 of the Staff Regulations.

Article 12

Deputy Head of the ESDC

1. The Head of the ESDC shall, provided suitable resources are available, be assisted by a Deputy Head of the ESDC in the exercise of all responsibilities falling on the Head, as set out in this Decision.

2. If the Steering Committee agrees on the appointment of a person on this function, the Deputy Head of the ESDC shall be an EEAS staff member or a staff member of another Union institution, body, office or agency seconded to the EEAS, and placed under the authority of the High Representative.

3. The Head of the ESDC shall organise the selection process in consultation with the High Representative and the Steering Committee. Candidates shall fulfil the criteria set out in Article 11(1). The successful candidate shall be endorsed by the Steering Committee and appointed by the High Representative for a minimum period of one year and a maximum period of three years, which may be extended up to two additional years.

Article 13

ESDC Secretariat

1. The ESDC Secretariat shall assist the Head of the ESDC in fulfilling the Head's tasks, and shall provide support to the Steering Committee and to the Executive Academic Board, including the various configurations thereof.

2. The Secretariat shall:

- (a) support the Steering Committee in all its work, and assist the Executive Academic Board in ensuring the overall quality and coherence of ESDC training and education activities;
- (b) offer support to its network to further enhance a common European Security and Defence culture, and assist network members in the coordination and organisation of the ESDC training and education activities;
- (c) enable Member State training providers to pool and share appropriate training;

- (d) advise on the conduct of training, including advocating for and supporting the development of quality assurance, through standardisation and certification mechanisms;
- (e) facilitate access to suitable speakers.

Article 14

Support by the EEAS

1. The EEAS shall bear the costs arising from the employment of the Head and of one assistant staff member, as well as the costs associated with hosting the Head and the Secretariat at its premises, including information technology costs.
2. The EEAS shall provide the ESDC with the administrative support necessary to recruit and manage its staff. For that purpose, the EEAS shall put in place an ESDC Statutory Staff Team as an administrative entity managed by the Head of the ESDC, in the latter's capacity as a member of the EEAS staff. The EEAS shall recruit and employ, at the request of the Head of the ESDC and under the Staff Regulations and the Conditions of Employment of Other Servants, contract agents assigned to the ESDC Statutory Staff Team.
3. The ESDC shall compensate the EEAS financially for the provision of administrative support. A service level agreement between the EEAS and the ESDC and approved by the Steering Committee, shall set out detailed arrangements for this compensation, which shall not exceed a total of 6 % of the financial reference amount, as provided for in Article 16(1).

Article 15

ESDC Staff

1. The ESDC staff shall consist of:
 - (a) national experts seconded to the ESDC Secretariat by Member States;
 - (b) administrative staff recruited by the EEAS for the purpose of performing their tasks within the ESDC Statutory Staff Team and paid from the ESDC budget;
 - (c) staff members from the EEAS or staff seconded to the EEAS from Union institutions and assigned to the ESDC Statutory Staff Team.
2. The ESDC may receive trainees, and visiting experts and fellows.
3. The number of posts to be allocated to the support of the ESDC shall be decided by the Steering Committee in light of documented needs and the availability of financial resources together with the draft proposal for the annual budget.
4. The Decision of the High Representative establishing the rules applicable to national experts seconded to the EEAS shall be applicable *mutatis mutandis* to national experts seconded to the ESDC by Member States and who fall under the authority of the Head of ESDC. Staff members recruited as EEAS staff assigned to the ESDC Statutory Staff Team shall continue to enjoy all rights and be subject to all obligations provided for in the Staff Regulations and the implementing rules adopted by the EEAS. The High Representative shall act as Appointing Authority for this staff.
5. In the event that an ESDC staff member assigned to a non-management post wishes to seek assistance in relation to acts or behaviour of other non-management staff, he or she may lodge a request with the Head of the ESDC or with the Deputy Head of the ESDC. The Head of the ESDC or the Deputy Head of the ESDC may seek administrative support from the EEAS to handle such requests, pursuant to Article 14(2) and may liaise with the EEAS authority competent for the staff assigned to the ESDC Statutory Staff Team. In that situation, the Head of the ESDC or the Deputy Head of the ESDC shall be empowered to adopt any necessary measure regarding seconded national experts, whereas the relevant EEAS authority may adopt any necessary measure as regards staff assigned to the ESDC Statutory Staff Team, under the rules applicable within the EEAS.
6. In the event that non-management staff wish to seek assistance in relation to acts or behaviour of management staff, they may lodge a request to the Director-General for Resource Management of the EEAS to whom the necessary delegation of power has been granted for the handling of such requests; in that case, the Director-General for Resource Management shall report to the High Representative, who acts as Appointing Authority, and shall propose any measure that he or she considers appropriate and commensurate to the situation. The Steering Committee shall be informed accordingly.

7. In all situations, requests for assistance shall be handled within the timeline provided for in Article 90(1) of the Staff Regulations, as interpreted by the Court of Justice.

Article 16

Financial arrangements

1. The financial reference amount intended to cover the expenditure of the ESDC during the period from 1 January 2025 to 31 December 2025 shall be EUR 2 933 303,62. The financial reference amount or amounts intended to cover the implementation of the ESDC expenditure for subsequent periods shall be decided by the Council.

2. All expenditure financed by the reference amounts set out in paragraph 1 shall be managed in accordance with the rules and procedures applicable to the general budget of the Union. The Commission shall supervise the proper management of the expenditure financed by the reference amounts referred to in paragraph 1. For that purpose, it shall conclude a grant agreement with the ESDC.

Article 17

Voluntary financial contributions

1. The ESDC may, where agreed by the Steering Committee, receive and manage voluntary contributions from Member States, institutes or other donors. Such contributions shall be identified as such by the ESDC.

2. Technical and financial arrangements for the contributions referred to in paragraph 1 shall be negotiated and agreed by the ESDC. Those arrangements shall include provisions on applicable rules governing the proper management of the expenditure financed by those voluntary contributions.

Article 18

Contributions in kind to training and education activities

The ESDC may receive contributions in kind. Each contributing Member State, Union institution, body, office, agency, institute, and the EEAS shall bear all costs related to its participation in the ESDC, including salaries, allowances, travel and subsistence expenses and costs related to organisational and administrative support of the ESDC training and education activities. Each participant in ESDC training and education activities shall bear all costs related to his or her participation.

Article 19

Implementation of projects

1. The ESDC may apply to participate in research and other projects in the field of CFSP. The ESDC shall participate as a project coordinator or as a project member. The Head, or his or her representative, may become a member of the 'advisory board' of such projects, or may delegate this task to one of the chairpersons of the Academic Board configurations or to a member of the Secretariat.

2. Contributions from those projects shall be accounted separately from the contribution under the financial arrangements referred to in Article 16 and from the voluntary financial contributions referred to in Article 17, and shall be used in line with the objectives of the ESDC.

Article 20

Participation in ESDC training and education activities

1. All ESDC training and education activities shall be open to participation by nationals of Member States.

2. The ESDC training and education activities may also be made open to participation by nationals of countries that are candidates for accession to the Union and, as appropriate, by nationals of other third States, and by members or staff of international organisations in a reciprocal manner, as well as of relevant NGOs, in particular for the training and education activities referred to in Article 3(1)(h).

*Article 21***Security regulations**

The Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 19 June 2023 on the Security Rules for the European External Action Service shall apply to the ESDC.

*Article 22***Access to documents**

Regulation (EC) No 1049/2001 of the European Parliament and of the Council ⁽²⁾ shall apply to the ESDC.

*Article 23***Protection of EU classified information**

Council Decision 2013/488/EU ⁽³⁾ shall apply to the ESDC.

*Article 24***Review**

Not later than 10 December 2029, the High Representative, informed by the views of the Steering Committee, shall present a report to the Council on the implementation of this Decision accompanied, as appropriate, by proposals for its review.

*Article 25***Entry into force**

This Decision shall enter into force on the date of its adoption.

*Article 26***Publication**

This Decision shall be published in the *Official Journal of the European Union*.

Done at Brussels, 9 December 2024.

For the Council

The President

NAGY I.

⁽²⁾ Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents (OJ L 145, 31.5.2001, p. 43).

⁽³⁾ Council Decision 2013/488/EU of 23 September 2013 on the security rules for protecting EU classified information (OJ L 274, 15.10.2013, p. 1).

Vacancy notice 2026- 93 HQ (AD) – DMD MULTILATERAL

EEAS Vacancy Notice – Deputy Managing Director/ Director for Multilateral Relations, Human Rights and Democracy

Type of post "Director"

EU Officials (AD 14 – AD 15) – Candidates from the Member States¹ (AD 14)

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), to represent the EU and to chair 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 EU Member States as well as with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

The Directorate for Multilateral Relations, Human Rights and Democracy aims at strengthening cooperation with the UN, the Council of Europe and other multilateral fora. More particularly, its objective is to promote universal values and EU priorities through cohesive and effective action in multilateral fora and to protect and defend human rights and democracy as an integral part of the EU's external policies and initiatives, including through electoral observation missions.

We propose:

The position of **Deputy Managing Director/ Director for Multilateral Relations, Human Rights and Democracy**.

Under the overall authority of the Deputy Political Director/Managing Director for Multilateral Relations, Human Rights and Democracy, the Deputy Managing Director/Director will be responsible for providing strategic guidance and day-to-day management of the Directorate.

Together with the Managing Director, the Director will define the priorities of the Directorate and manage its resources effectively, ensuring high standards of service delivery and effective implementation of the decisions of the High Representative / Vice-President.

The main tasks of the Director, in close cooperation with the Managing Director are to:

- Ensure strategic guidance on the issues covered by the Directorate (multilateral relations , human rights, democracy and election observation), including to EU Delegations, and when necessary providing proposals on new strategic orientations to the High Representative/Vice president of the Commission;
- Support and deputise as required for the Managing Director on all subjects and responsibilities of the Department, including on policy formulation and implementation as well as on staffing and administrative files to ensure the smooth running of the Department;
- Contribute to the definition of policy and provide strong support to the international rules-based system and the multilateral system, with the UN at its core, at all levels, through concrete initiatives and backing for UN reform efforts and respect of international law, bearing in mind the changing geopolitical environment; including working closely with the Chair of CONUN. Coordinate the EU influence in the UN system and agencies;

¹ Temporary Agents from national diplomatic services of the Member States to whom Article 2(e) of the CEOS applies will also be reclassified to this grade if selected for the post.

- Contribute to the definition of policy with regard to human rights and democracy, ensuring coherence and co-ordination within the EEAS and with Commission services and Member States, including working closely with the EU Special Representative for Human Rights and the Chair of COHOM;
- Contribute to building common positions and promote the EU's interests in multilateral fora, working in close coordination with the EU's multilateral delegations in New York, Geneva, Vienna, Paris, Rome and Strasbourg;
- Formulate EU policy election observation missions, including the follow-up, and contribute to the programming and implementation of the various types of missions and work in consultation with Member States, the European Parliament and international organisations;
- Reinforce the role and the visibility of the EU on the international scene and ensure effective representation of the EEAS in various external fora with third countries, and in meetings with Member States, multilateral organisations (notably the UN, the Council of Europe), civil society and the European Parliament;
- Cooperate closely with the services of the Commission, Council, Member States and the European Parliament in pursuing and developing EU objectives with regard to the different policies.

This position is classified as a "Director" type of post² in the grade bracket AD 14 – AD 15.

If selected for the post, candidates from the national diplomatic services of Member States will be recruited at grade AD 14.

If selected for the post, the contract of candidates who, at the time of their application are temporary agents to whom Article 2(e) of the Conditions of Employment of Other Servants (hereafter, the "CEOS") applies, will be amended and, if applicable, these candidates will be reclassified at grade AD14.

The duration of the assignment to the post shall be, in principle, four years.

Legal Basis for the recruitment to this position

The successful candidate for this position will be:

- appointed in accordance with Article 29(1) of the Staff Regulations (SR) if he or she is an official;
- recruited in accordance with Article 29(1)(a) and Article 98(1), first subparagraph, of the SR, if the candidate is a member of the national diplomatic service of a Member State or reassigned if he/she is a temporary agent to whom Article 2(e) of the CEOS applies. Such candidates shall be recruited or, if applicable, assigned at grade AD 14 or at their current grade if it is higher.

We look for:

Eligibility Criteria³

- General

Further to the conditions set out in Article 28 of the SR for EU officials and Article 12 of the CEOS for temporary agents, candidates must:

1. be an EU official, or a temporary agent to whom Article 2(e) of the CEOS applies, or a member of staff from national diplomatic services of the Member States;

² According to the Annex I of the Staff Regulations and the relevant EEAS internal rules.

³ All the eligibility criteria must be met on the closing date for applications for this post.

2. have the capacity to work in the languages of the CFSP and external relations (English and French), necessary for the performance of their duties. Knowledge of other EU languages would also be an asset;
3. have seven years' management experience commensurate with the responsibilities of the post;⁴
4. have at least 10 years' proven, pertinent external relations experience - for staff from national diplomatic services, this experience must have been gained from working in a national administration of one of the Member States.
5. Without prejudice to exemptions authorised by the Appointing Authority for exceptional and justified reasons, 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.

- Specific eligibility criteria for EU officials

1. EU officials applying for this post must be either:
 - AD14 or AD15 and occupying a type of post "Director", or;
 - AD14 and occupying or having occupied a middle management post⁵ for at least 2 years, or;
 - AD13 and occupying or having occupied a middle management post or equivalent function for at least 2 years, with at least 2 years seniority in the grade AD13.

In the event of a successful application, EU officials at AD 14 – AD 15 will be appointed at the same grade. EU officials at AD 13 will be promoted to grade AD 14.

2. Due to the need to ensure sound financial management of the limited financial resources and given the fact that the assignment of a staff member to a Delegation has important budgetary and business continuity implications on "career progression").⁶ In addition, if they wish to apply for a post on the basis of career progression, they should have spent at least 2 years on their current post when they take up duty.
3. Candidates who, at the time of the application, are EU officials, independently of their administrative status under Article 35 of the SR, cannot request to be recruited as temporary agents under Article 2(e) of the CEOS.

In the case of applications from EU officials on leave for personal grounds, successful candidates will be reinstated into active employment within the meaning of Articles 35(a) of the SR.

- Specific eligibility criteria for candidates from the national diplomatic services of the member states to be recruited in accordance article 98(1), first subparagraph, of the SR.

In line with Article 12 of the CEOS and in accordance with the needs of the service, candidates from the diplomatic services of Member States of the Union must:

1. possess a level of education
 - a. which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more,

OR

⁴ In their CVs, applicants should indicate management experience in terms of: (1) title and role of management positions held, (2) numbers of staff overseen in these positions, (3) the size of budgets managed, and (4) numbers of hierarchical layers above and below and number of peers.

⁵ See Decision ADMIN(2024) 19 of the High Representative of the Union for Foreign Affairs and Security Policy, of 22/07/2024, on middle management staff.

⁶ 'Career progression' refers to applications for a higher type of post according to Annex I of the SR. It is designed to allow staff to develop within the organisation. In this case, it refers to "Head of unit or equivalent" in grade AD 13 with 2 years seniority in this grade, who are applying to a "Director" type of post for the first time.

- b. which corresponds to completed university studies attested by a diploma and relevant professional experience of at least one year when the normal period of university education is at least three years.⁷
2. have gained at least 15 years' full time professional experience. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience;

Candidates must indicate their level of education and professional experience on the application form.

3. Candidates from national diplomatic services and current temporary agents engaged under Article 2(e) CEOS must be able to return to active service with their Member State after the end of their period of service to EEAS.

The candidates shall provide a statement issued by their national diplomatic service, which contains at least the following elements:

- the post to which the candidate applies;
- that the candidate is a staff member in active service in the national diplomatic service of their respective member state at the time of application, either as an official or under a permanent employment relation;
- that the national diplomatic service endorses his/her application to the post;
- A guarantee of immediate reinstatement in the national diplomatic service after the end of their contract with the EEAS/ the end of their secondment.

If candidates are unable to provide this document from their national diplomatic service, their application will be deemed ineligible.

Candidates from the Member States should be in active employment in their public service of origin at the moment of the application.

Candidates from the national diplomatic services of Member States, who have served continuously 8 or up to the maximum of 10 years as Temporary Agents under Article 2(e) of the CEOS pursuant to Article 50b(2) of the CEOS, are not eligible before a lapse of at least 2 years from the termination of their last contract under Article 2(e) of the CEOS⁸.

- **Specific eligibility criteria for temporary agents to whom Article 2(e) of the CEOS applies**

Due to the need to ensure sound financial management of the limited financial resources and given the fact that the assignment of staff to a post of the establishment plan in Delegation or in Headquarters has important budgetary and business continuity implications, applications from temporary agents currently employed in the EEAS 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.

They must provide a statement issued by their national diplomatic service containing the elements provided for by the specific eligibility criteria for candidates from national diplomatic services of the Member States.

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.

Selection Criteria

- Have an established track-record of leading a large department/directorate in a national or international/multilateral context, with the capacity to lead and inspire, including in high-pressure situations, and solid managerial and decision-making abilities;

⁷ The minimum of one year of professional experience required under (b) counts as an integral part of the above qualification and cannot be included in the professional experience required under point 3.

⁸ ADMIN(2023) 24 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

- Have an excellent ability to maintain diplomatic relations at senior level and to ensure representation, communication and management in a complex multicultural environment, and in negotiations with Member States, third countries and International Organisations;
- Have an in-depth knowledge and understanding of the EU's external as well as internal policies, its decision-making processes and inter-institutional mechanisms, and key issues relating to the Department's mission statement and multilateral institutions;
- Have a clear understanding of the political situation and challenges in the EU, its Member States, and the wider world, with a good sense for political developments and the ability to implement policy orientations swiftly and efficiently;
- Have strong analytical skills combined with sound political judgement, as well as excellent oral and written presentation, communication and negotiation skills;
- Have a strong capacity for strategic thinking, developing policy concepts and prioritising, combined with the ability to formulate effective strategies to communicate those policies;
- Have the ability to create and maintain a strong network of contacts with internal and external stakeholders (including the Commission, Member States, the European Parliament, third countries, International Organisations, NGOs, think tanks and academia);
- Have the ability to put into practice human resources management principles and maintain a strong team spirit, ensuring high performance levels in stressful situations and against tight deadlines.

Experience of working in a Delegation/Embassy (or equivalent in an international organisation) would be a strong asset.

TYPE AND DURATION OF CONTRACT FOR TEMPORARY AGENTS

If the successful candidate is not an EU official, or a temporary agent currently employed in the EEAS under Article 2(e) of the CEOS, he or she will be required to undergo a medical examination to ensure that he or she is physically fit to perform the duties.

The successful candidate will be offered a temporary contract under Article 2(e) of the CEOS. Such contracts may not exceed 4 years in duration; their expiry will as far as possible be aligned with the usual date of mobility at Headquarters (currently 31 August of each year). The contract of successful candidates who are temporary agents under Article 2(e) CEOS currently employed in the EEAS will be amended and renewed for a 4 years period, within the limits provided for by Article 50(b)(2) of the CEOS.

All newly engaged temporary staff will be required to complete a probationary period of 9 months in accordance with Article 14 of the CEOS.

PLACE OF EMPLOYMENT

Brussels (Belgium)

SPECIFIC CONDITIONS OF EMPLOYMENT

The requested level of security clearance for this post is: SECRET UE/EU SECRET. A description of the EU classified information levels is available under Article 2 of the [Decision ADMIN\(2023\) 18 on the security rules of the EEAS](#).

The selected candidate will be required to obtain a Personnel Security Clearance (PSC) at the level required for the present post in accordance with national laws and regulations of his or her Member State and with the procedure laid down in the [Decision ADMIN\(2019\)7 on Security Clearance Requirements and Procedures for](#)

[the EEAS of 08 March 2019](#) and in Annex A I of the [Decision ADMIN\(2023\) 18 on the security rules of the EEAS](#).

Please note that the necessary procedure for obtaining a PSC can be initiated on request of the employer only, and not by the individual candidate.

In case of failure to obtain or renew the required PSC, the AACC may take the appropriate measures in accordance with Article 3(3) of the [Decision ADMIN\(2019\) 7 on Security Clearance Requirements and Procedures for the EEAS of 08 March 2019](#).

Successful candidates from the national diplomatic services of the Member States will be required to make a declaration of their commitment to act independently in the public interest and a declaration of any interests which might be considered prejudicial to their independence.

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. 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.

PROCEDURE⁹

The selection procedure will take place in three different and successive steps:

1. Application

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria in order to avoid automatic exclusion from the selection procedure.

Candidates must apply through the online system

<https://eapplication.eeas.europa.eu>

To log on to the system, an ECAS (European Commission Authentication Service) password is required; candidates without a password can register to get one through the aforementioned link. EU staff members with a professional ECAS account should use that account for their application. A helpdesk facility is available via the "Contact Support" function within the online system.

In case of connection problems, you can also refer to the complete EU Login user guide: https://webgate.ec.europa.eu/cas/manuals/EU_Login_Tutorial.pdf

During the online application procedure, candidates will have to upload their CV and motivation letter (in English or French). Candidates are invited to use the "Europass" CV format (<https://europass.cedefop.europa.eu/documents/curriculum-vitae>) for their applications.

⁹ Your personal data will be processed in accordance with Regulation (EC) 2018/1725. The privacy statement is available on EEAS webpage: http://eeas.europa.eu/data_protection/rights/index_en.htm

Candidates from the national diplomatic services of the Member States will, in addition, have to upload a copy of their passport/ID and a recent statement by their Ministry for Foreign Affairs (issued within the past 6 months) confirming they are part of a national diplomatic service.

All candidates will have the opportunity to follow the progress of their application through the online system.

The closing date for the submission of applications is **11 June 2026, 12.00 midday** (CET - Brussels' time).

Please note that the only way to submit an application is using the online system.

As the system may experience peak activity around the deadline, candidates are strongly advised to submit their application as early as possible. Late applications will not be accepted.

For correspondence concerning the selection procedures, please use the following email address: cca-secretariat@eeas.europa.eu

2. Pre-selection

Pursuant to Article 1(2)(i) of the Decision ADMIN(2023) 25 of the High Representative of the Union for Foreign Affairs and Security Policy, of 10/07/2023, on the Consultative Committee on Appointments to the European External Action Service, the pre-selection will be done by the Consultative Committee on Appointment (CCA), in its core composition, on the basis of the qualifications and the professional experience described by the candidates in their CVs and motivation letters. The CCA will then produce a shortlist of a limited number of eligible candidates who best meet the selection criteria for the post.

3. Selection

The candidates who have been shortlisted will be invited for an interview so that the CCA can evaluate them objectively and impartially on the basis of their qualifications, professional experience and linguistic skills, as listed in the present vacancy notice. On the basis of a comparative assessment of their merits, the CCA will recommend a shortlist of candidates to the High Representative who, acting as AA/AACC and, if appropriate, after interviewing the candidates, will make the final selection

Shortlisted candidates will be invited to an Assessment Centre, as appropriate, according to the procedure set out in Article 3 of the Decision ADMIN(2023) 25.

It is recalled, that if the interest of the service so requires, the selection procedures can be terminated at any stage and the post be filled by a transfer in accordance with Article 7 of the SR.

CONTACT: Mr. Martin BILLE HERMANN, Deputy Political Director and Managing Director for Multilateral Relations, Human Rights and Democracy
Martin.Bille-Hermann@eeas.europa.eu or pol-multilateral-md@eeas.europa.eu

POST AVAILABLE: 1 September 2026

EUROPEAN EXTERNAL ACTION SERVICE



DG Resource Management
The Director-General

Brussels,
EEAS.DG RM.BHR.3/ANV

To Permanent Representatives of the
Member States of the European Union

Your Excellency,

I am pleased to inform you that we are looking for one “cost-free” national expert (SNE) for secondment to the ‘POL.EURCA.WEST.3 - Türkiye / EastMed’ division, pursuant to the Decision of the High Representative of 4 February 2014 establishing the rules applicable to SNEs¹.

I would be obliged if you could forward the enclosed profile to the various relevant Ministries in order to generate adequate applications.

Permanent Representations are kindly requested to send applications by e-mail to the EEAS.RM.BHR.3 Division, “Selection & recruitment of staff”: SNE-HQ@eeas.europa.eu.

Candidates shall draft their **CV and a motivation letter** in English or in French in a PDF or Word version, following the European CV form, which can be found at the following internet address: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>.

Only applications received in the above-mentioned format **by 12 June 2026 noon** (Brussels time) will be considered for this call for applications.

Applications will be examined by my services, which will organise the interviews as soon as possible.

¹ Decision of the High Representative of 4 February 2014 establishing the rules applicable to National Experts Seconded to the European External Action Service

Please note that the delivery of a security clearance (minimum level EU SECRET/SECRET UE) is a prerequisite for all postings as an SNE to the EEAS.

I would like to invite you to draw the attention of the various relevant Ministries and services to the proper treatment of personal data and inform them that the EEAS implements data protection rules according to Regulation (EU) 2018/1725 of the European Parliament and of the Council.

Consequently, possible applicants should be informed that their CV will be circulated to the EEAS services involved in the selection and management of their possible secondment, as well as within the Division concerned.

Thank you very much for your cooperation.

Yours sincerely,

[e-signed]
Kristin de PEYRON

Enc.: – Vacancy Notice

Cc: Ms U. Hauer, Head of Division, EEAS.RM.BHR.3
Mr G. Munuera Vinals, Head of Division, EEAS.POL.EURCA.WEST.3

EUROPEAN EXTERNAL ACTION SERVICE



DG Resource Management
The Director-General

Brussels,
EEAS.DG RM.BHR.3/ANV

To Permanent Representatives of the
Member States of the European Union

Your Excellency,

I am pleased to inform you that we are looking for one “cost-free” national expert (SNE) for secondment to the ‘Policy Coordination’ (SG.COORD) division, pursuant to the Decision of the High Representative of 4 February 2014 establishing the rules applicable to SNEs¹.

I would be obliged if you could forward the enclosed profile to the various relevant Ministries in order to generate adequate applications.

Permanent Representations are kindly requested to send applications by e-mail to the EEAS.RM.BHR.3 Division, “Selection & recruitment of staff”: SNE-HQ@eeas.europa.eu.

Candidates shall draft their **CV and a motivation letter** in English or in French in a PDF or Word version, following the European CV form, which can be found at the following internet address: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>.

Only applications received in the above-mentioned format **by 17 June 2026 noon** (Brussels time) will be considered for this call for applications.

Applications will be examined by my services, which will organise the interviews as soon as possible.

¹ Decision of the High Representative of 4 February 2014 establishing the rules applicable to National Experts Seconded to the European External Action Service

Please note that the delivery of a security clearance (minimum level EU SECRET/SECRET UE) is a prerequisite for all postings as an SNE to the EEAS.

I would like to invite you to draw the attention of the various relevant Ministries and services to the proper treatment of personal data and inform them that the EEAS implements data protection rules according to Regulation (EU) 2018/1725 of the European Parliament and of the Council.

Consequently, possible applicants should be informed that their CV will be circulated to the EEAS services involved in the selection and management of their possible secondment, as well as within the Division concerned.

Thank you very much for your cooperation.

Yours sincerely,

[e-signed]
Kristin de PEYRON

Enc.: – Vacancy Notice

Cc: Ms U. Hauer, Head of Division, EEAS.RM.BHR.3
Ms P. Gombalova, Head of Division, EEAS.SG.COORD

EUROPEAN EXTERNAL ACTION SERVICE



DG Resource Management
The Director-General

Brussels, 21 May 2026
EEAS.DG RM.CCA

To the Ambassadors Extraordinary
and Plenipotentiary Permanent
Representatives of the EU Member States

Subject: EEAS Consultative Committee on Appointments:
core members for 2026-2027

Your Excellencies,

The fifteenth year of operation of the EEAS Consultative Committee on Appointments (CCA) is coming to an end. We appreciate very much the active contribution of the representatives of Member States in our CCA pre-selection and interview panels.

Moreover, I would like to thank Greece and Malta, as well as Finland and Ireland, who will now finish their term on 30 June 2026 as core members and substitutes, respectively.

I would like to suggest that the Presidency arranges a ballot to be drawn to choose, at random, the next two core members and two substitutes for the period 1 July 2026 until 30 June 2027, and to communicate to us the names of those Member States chosen.

Yours sincerely,

(e-signed)

Kristin de Peyron

Cc: Mr Onestini – GSC
Mr Quest – DG HR
Ms Šteinberga – EEAS Antici
Mr Marchesano – EEAS Deputy Antici





External Publication

Vacancy Notice 2026/080– HQ (AD) Two Team Leaders in the Field Security Division (GII.CRC.3)

Type of post “Administrator”

Job no. 299568, 337008

(Eligibility grade for EU officials and current temporary agents under Article 2(e) of the CEOS: AD 5 – AD 12 / Grade of recruitment for candidates from the Member States¹: AD 7)

WE ARE

The European External Action Service (hereafter, the “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 (hereafter, the “CFSP”), to represent the EU and to chair 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 EU Member States as well as the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

The EEAS Field Security Division (EEAS GII.CRC.3) is part of the EEAS Crisis Response Centre (CRC). The CRC has a permanent crisis response capability and is the single entry point on all crisis related issues in the EEAS, bringing together diplomatic, security and intelligence capabilities, and ensuring a close interaction between Delegations, Missions and Operations on the ground when facing a consular or security crisis.

The EEAS GII.CRC.3 Division is a dynamic team, responsible for providing security advice and support to EU Delegations worldwide, enabling their work and assisting with the fulfilment of the legal duty of care obligation towards the EEAS staff and eligible dependents, assets and information. The Division has three sectors: Operations, Resources & Logistics and Strategy. The Operations sector provides the link between HQ and field operations, including the Regional Security Officers/Adviser (RSO/A) network. The Resources and Logistics Sector carries out oversight of the budget lines for Security services contracts worldwide (security static guarding and close protection), coordinates on all security contract tenders, manages the procurement and maintenance of armoured vehicles, personal protective equipment, radio-communications networks, the Division's human resources (including RSO/A network recruitment and rotation), and is involved in all security related financial, budgetary, legal and audit matters. The Strategy Sector is responsible for the drafting of policies, training of Security Management Teams, security

¹ Candidates from the Member States are primarily candidates from the national diplomatic services, in line with Article 98(1), first subparagraph of the Staff Regulations. In the alternative, candidates from other national administrations may be considered, in line with the second subparagraph of this provision, in exceptional cases.

e-learning tools, training of RSO/As, Service Level Arrangements and the content of Hostile Environment Awareness Training courses.

WE PROPOSE

Two posts of Team Leader within the EEAS GII.CRC.3 Operations Sector. Each Team Leader in the Operations Sector (there are five in total) is responsible for a geographical area, supporting the Head of Operations in the command, coordination and control of the work performed by the network of RSO/As deployed in their area of responsibility and the Desk Officers assigned to their team in HQ. An average team is composed by one or two Desk Officers in HQ, serving around 30 Delegations with the support of 15 RSO/As.

The position is classified as an "Administrator" type of post² in the grade bracket AD 5 – AD 12.

If selected for the post, candidates from the Member States will be recruited at grade AD 7.

Current EEAS temporary agents to whom Article 2(e) of the Conditions of Employment of Other Servants (hereafter, the "CEOS") applies and who have a higher grade than the one determined above for candidates from the Member States shall retain their current grade if they are selected for the post. If their grade is below the one set for candidates from the Member States, they will be reclassified at grade AD 7.

Candidates who, at the time of their application, are temporary agents under Article 2(e) of the CEOS currently employed in the EEAS should be in a position to serve during the full duration of the assignment of the post, which is in principle four years, within the limits provided for by Article 50(b)(2) of the CEOS³.

PLACE and DATE OF EMPLOYMENT

EEAS Headquarters, Brussels, Belgium

Post available: one immediately; one on 1 September 2026

LEGAL BASIS FOR RECRUITMENT TO THIS POSITION

The successful candidate for this position will be:

- appointed in accordance with Article 29(1)(a) or 29(1)(b) of the Staff Regulations (hereafter, the "SR") if they are an EU official;
- recruited in accordance with Article 29(1)(a) and Article 98(1), first subparagraph of the SR and Article 2(e) of the CEOS if the candidate comes from the national diplomatic service of a Member State or reassigned if they are a temporary agent to whom Article 2(e) of the CEOS applies;
- in the alternative, if it was not possible to fill the vacant post through any of the previous possibilities mentioned recruited in accordance with Article 29(1)(a) and Article 98(1), second subparagraph, of the SR and Article 2(b) of the CEOS if the candidate comes from a national administration other than the diplomatic service of a Member State;
- recruited in accordance with Article 29(1)(c) of the SR (competition laureates), if it was not possible to fill the vacant post through any of the previous possibilities mentioned.

² According to Annex I to the Staff Regulations and the relevant EEAS internal rules.

³ Decision ADMIN(2023) 24 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.

WE LOOK FOR

Under the authority of the Head of Division, and the direct supervision of the Head of Operations, the successful candidate will have:

- To ensure effective leadership of the Team assigned in the Operations Sector.
- To maintain interactive communications so that staff members are informed on all relevant policy and strategic aspects affecting the Team's work and receive appropriate feedback on their actions.
- To monitor and supervise the application of the EEAS Security Risk Management methodology by the RSO/As, to provide support where necessary.
- To conduct field visits to assess the pertinence of EEAS security risk management strategy and to assess the security set up of the Delegation.
- To serve as "entry" point within the EEAS on security management topics for the Geographical Area of Responsibility.
- To assist the hierarchy in responses to crisis situations.
- To respond to briefing requests from hierarchy concerning security related issues and security measures.
- To participate in meetings pertinent to security matters in the Geographical Area of Responsibility.
- To liaise and cooperate, when required, with other Institutions and/or stakeholders in the framework of security matters in the Geographical Area of Responsibility, in particular with those of the EU Member States, EU institutions, EU agencies, and CSDP military and civilian missions and operations.
- To contribute to different trainings and/or seminars to speak about security management matters.
- To deliver security training / awareness briefings and drafting of ad hoc reports as requested by the hierarchy.
- To contribute to the development and maintenance of the training needs of the RSO/As.

Eligibility Criteria⁴:

- General

In addition to the conditions set out in Article 28 of the SR for EU officials or in Article 12 of the CEOS for temporary agents, candidates must:

1. be an EU official, a temporary agent to whom Article 2(e) of the CEOS applies or a member of staff from the national diplomatic service of a Member State; members of other national administrations of the Member States may also express interest as per the specific eligibility criteria;
2. have the capacity to work in the languages of the CFSP and external relations (English and French);
3. have at least 2 years' proven, pertinent experience in external relations.

EPSO and EEAS internal 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), first and second subparagraphs, of the SR, or by Article 29(1)(b) of the SR.

- Specific eligibility criteria for EU officials and temporary agents to whom Article 2(e) of the CEOS applies

⁴ All the eligibility criteria must be met on the closing date for applications to this post.

1. EU officials or temporary staff to whom Article 2(e) of the CEOS applies must occupy a post in the grade bracket AD 5 – AD 12, or have occupied such a post before their change in administrative status in accordance with Article 35 of the SR, or occupy an AST post and be on the list drawn up according to Article 45(a)(c) of the SR (certification list).
2. Due to the need to ensure sound financial management of the limited financial resources and given the fact that the assignment of a staff member to a Delegation has important budgetary and business continuity implications, candidates currently serving in a Delegation will be eligible only if the deadline for applications is less than six months from the end of their current posting. Other applications may only be considered in the interest of the service.
3. Due to the need to ensure business continuity, applications from candidates who have spent less than two years in their current post in Headquarters at the date of their application are not eligible. Their application may only be considered in the interest of the service.
4. Candidates who, at the time of the application, are EU officials, independently of their administrative status under Article 35 of the SR, cannot request to be recruited as temporary agents. In the case of applications from EU officials on leave for personal grounds, successful candidates will be reinstated into active employment within the meaning of Article 35(a) of the SR.
5. Candidates who, at the time of the application, are temporary agents to whom Article 2(e) of the CEOS applies must be in a position to serve the full duration of the assignment before reaching the age of retirement foreseen under Article 52(a) of the SR, applicable to temporary agents by virtue of Article 47(a) of the CEOS.
6. Candidates who, at the time of the application, are temporary agents to whom Article 2(e) of the CEOS applies, must provide a **new certificate** issued by their Ministry of Foreign Affairs⁵ (hereafter, the “MFA”) containing the same elements as requested for candidates from the national diplomatic services of the Member States (see specific eligibility criteria for candidates from the national diplomatic services of the Member States).
7. Candidates who, at the time of their application, are temporary agents to whom Article 2(e) of the CEOS applies, must also fulfil the general eligibility criteria, as well as the specific eligibility criteria for candidates from the Member States.

- **Specific eligibility criteria for candidates from the national diplomatic services of the Member States to be recruited in accordance with Article 98(1), first subparagraph, of the SR and Article 2(e) of the CEOS**

In line with Article 12 of the CEOS and in accordance with the needs of the service, candidates from national diplomatic services of the Member States must:

1. Possess a level of education:
 - a. which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more; OR
 - b. which corresponds to completed university studies attested by a diploma and relevant professional experience of at least one year when the normal period of university education is at least three years⁶.

⁵ Notwithstanding national terminology that may vary from one Member State to another.

⁶ The minimum of one year of professional experience required under (b) counts as an integral part of the above qualification and cannot be included in the professional experience required under point 2.

2. Have gained at least **6 years' full time professional experience**. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience.

Candidates must indicate their level of education and professional experience on the application form.

3. The candidates shall provide a certificate issued by the national diplomatic service/MFA of their Member State of origin, which contains at least the following elements:
 - the post for which the candidate applies;
 - confirmation that the candidate is a staff member in active service in their national diplomatic service at the time of the application, either as a government official/civil servant or under a permanent employment relationship with the MFA; or that they have the same status/employment relationship at another national administration of their Member State and are on formal secondment to their MFA or an entity placed under the authority of the MFA such as an embassy, a permanent representation or a mission of the Member State accredited to an international organisation;
 - endorsement by the MFA of their application for the post;
 - a guarantee of immediate reinstatement at the end of their period of service with the EEAS, as required under Article 50(b)(2) of the CEOS.

Model of the abovementioned certificate is provided in **Annex I** of this vacancy notice.

If candidates are unable to provide this document from the MFA of their Member State of origin, their application will be deemed ineligible.

Candidates must be in a position to serve the full duration of the assignment within the duration of their service with the EEAS or before reaching the age of retirement foreseen under Article 52(a) of the SR, applicable to temporary agents by virtue of Article 47(a) of the CEOS.

Candidates from the national diplomatic services of Member States, who have served continuously 8 or up to the maximum of 10 years as temporary agents under Article 2(e) of the CEOS pursuant to Article 50(b)(2) of the CEOS, are not eligible before a lapse of at least 2 years from the termination of their last contract under Article 2(e) of the CEOS⁷.

- Possibility for staff members of national administration other than national diplomatic services to express their interests for the post

In case no suitable candidate is found among the candidates being EU officials, coming from the national diplomatic services of the Member States or being temporary agents to whom Article 2(e) of the CEOS applies, the selection procedure for this post carried out on the basis of Article 29(1) and/or Article 98(1), first subparagraph, of the SR would be deemed unsuccessful. In such situation, profiles of staff members coming from public national administrations of the Member States other than national diplomatic services may be exceptionally considered by the Authority Authorised to Conclude Contracts of Employment (hereafter, the "AACC").

Given the specific nature of this particular post and the specialised profile sought, candidates with such a profile are hereby invited to express their interest in this position.

⁷ Decision ADMIN(2023) 24 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.

These candidates should meet points (2) and (3) of the general eligibility criteria, as set out above. In addition:

- (a) By analogy, they should meet the same specific eligibility criteria than the ones applicable for candidates from the national diplomatic services of the Member States with regard to their level of education and professional experience; and
- (b) They shall provide a certificate issued by the national diplomatic service/MFA of their Member State of origin which contains at least the following elements:
 - the post for which the candidate applies;
 - confirmation that the candidate is a staff member in active service in their national administration of origin at the time of their application, either as a government official/civil servant or under a permanent employment relationship with this administration;
 - endorsement by the national diplomatic service of their application for the post;
 - a guarantee of immediate reinstatement in their national administration of origin after the end of their period of service with the EEAS.

Model of the abovementioned certificate is provided in **Annex II** of this vacancy notice.

If candidates are unable to provide this document from the national diplomatic service of their Member State of origin, their application will be deemed ineligible.

If selected for the post, the candidate would be recruited as a temporary agent under Article 2(b) of the CEOS.

Selection Criteria:

Candidates should have:

- an excellent ability to maintain diplomatic relations and to ensure representation, communication and management in a complex, multicultural environment;
- an excellent capacity to create constructive working relations with national authorities, civil society, international organisations and EU Member States;
- strong drafting, communication and analytical skills combined with sound judgement;
- excellent knowledge of the EU's internal and external policies and instruments, and of the functioning of the Union and its inter-institutional framework;
- experience and knowledge of CFSP and CSDP;
- at least **ten years** of full-time relevant professional management / coordination experience in **Law Enforcement, Military, or Intelligence Services** of EU Member States, **as a Commissioned Officer** or equivalent;
- **relevant background** in Law Enforcement, Military or Intelligence Services, having followed specialisation courses, and having served in operational Units;
- at least **two years** of full-time, relevant professional experience in the management and/or coordination of **security matters**, gained while working for Embassies of EU Member States, EU Delegations, EU Institutions or Agencies, EU civilian or military missions or operations, and/or international or intergovernmental organisations;
- strong theoretical knowledge of Security Operations Management, Risk Management, Crisis Management, and Business Continuity Management;
- relevant field experience in Security Operations, Risk Management, Crisis Management, and Business Continuity Management, acquired through operational

deployments or missions conducted by the candidate's national authorities or by an international or intergovernmental organisation. Field experience in the Geographical Area of Responsibility will be considered an asset;

- professional management experience in Private Security Companies (i.e.: performing security-related tasks) will be considered strong assets only when criteria related to the required background in Law Enforcement, Military or Intelligence Services, and in diplomatic security matters are met;
- relevant civilian certifications, trainings and/or formal university education related to the management of Security and/or Defense activities will be considered strong assets only when criteria related to the required background in Law Enforcement, Military or Intelligence Services, and in diplomatic security matters are met;

Furthermore:

- excellent problem-solving and organisational skills;
- excellent verbal communication skills, being able to maintain diplomatic relations and to ensure representation, communication and management in a complex, multicultural environment;
- excellent drafting and analytical skills combined with sound judgement;
- proven ability to work in high-pressure and intense environments;
- proven ability to work in multi-cultural environments and to lead multi-disciplinary teams;
- ability to communicate in the languages stated in the application form;
- be physically and psychologically fit for purpose and able to perform long-term missions to countries under critical threat levels;
- solid knowledge of the EU's internal and external policies and instruments, of the functioning of the Union and its inter-institutional framework, and of EU Crisis management policy and architecture,

would be considered assets.

TYPE AND DURATION OF CONTRACT FOR NEW TEMPORARY AGENTS

The successful candidate will be offered a contract of temporary agent under Article 2(e) of the CEOS. Such contracts may not exceed 4 years in duration; their expiry will as far as possible be aligned with the usual date of mobility at Headquarters (currently 31 August of each year).

In case no suitable candidate is found among the EU officials or members of national diplomatic services who applied for this post and if, subsequently, after taking into consideration the expressions of interests of members of other national administrations, the AACC found a suitable profile among them, the latter would be offered a contract of temporary agent under Article 2(b) of the CEOS. Such contracts may not exceed 4 years in duration and can be renewed only once for a 2-year period, in accordance with Article 8, second indent, of the CEOS.

All newly engaged temporary staff will be required to complete a probationary period of 9 months, in accordance with Article 14 of the CEOS.

CONDITIONS OF RECRUITMENT AND EMPLOYMENT

CONFLICT OF INTEREST AND SECURITY RISKS

As a matter of policy, applications by individuals who have dual nationality of which one of a non-EU country, will be considered on a case-by-case basis taking account in particular of the functions attributed to the vacant post. The EEAS also examines if there could be a conflict of interest or security risks.

In this context, **all candidates shall fill with their application a declaration of potential conflict of interest (Annex III).**

MEDICAL CLEARANCE

If the successful candidate is not an EU official or a temporary agent currently employed in the EEAS, he/she will be required to undergo a medical examination to ensure that the candidate is physically fit to perform the duties.

PERSONNEL SECURITY CLEARANCE

The requested level of security clearance for this post is: SECRET UE/EU SECRET. A description of the EU classified information levels is available under Article 2 of Annex A of the [Decision ADMIN\(2023\) 18 on the security rules of the EEAS](#)⁸.

A valid Personnel Security Clearance (hereafter, the "PSC")⁹ allowing access to classified information, issued by the competent national authority in accordance with national laws and regulations, is mandatory at the moment of application in order to enter the selection process.

The selected candidate may still be required to obtain a new PSC for the present post in accordance with national laws and regulations and with the procedure laid down in the [Decision ADMIN\(2025\) 42 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information of 20 November 2025](#) and in Annex A I of the [Decision ADMIN\(2023\) 18 on the security rules of the EEAS](#). Until the new PSC is issued, the selected candidate may not be authorised to access EUCI at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or above, or to participate in any meetings or workflow where EUCI is processed.

Please note that the necessary procedure for obtaining a PSC can be initiated on request of the employer only, and not by the individual candidate.

In case of failure to obtain or renew the required PSC, the AACC may take the appropriate measures in accordance with Article 7 of the [Decision ADMIN\(2025\) 42 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information of 20 November 2025](#).

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

⁸ OJ C 263, 26 July 2023, p.16.

⁹ The 'Personnel Security Clearance' is defined under point 2 of Annex A I of the Decision ADMIN(2023) 18 on the security rules of the EEAS as "a statement by a competent authority of a Member State which is made following completion of a security investigation conducted by the competent authorities of a Member State and which certifies that an individual may, provided his 'need-to-know' has been determined, be granted access to EUCI up to a specified level (CONFIDENTIEL UE/EU CONFIDENTIAL or above) until a specified date; the individual thus described is said to be 'security cleared'."

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 EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu. 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

APPLICATION AND SELECTION PROCEDURE¹⁰

The selection procedure will take place in three different and successive steps:

1. Application

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria applicable to their situation in order to avoid automatic exclusion from the selection procedure.

Candidates must apply through the online system:

<https://eapplication.eeas.europa.eu>

To log on to the system, an EU Login account is required. Candidates without an account can register through the afore-mentioned link or here: https://trusted-digital-identity.europa.eu/index_en. Current EU staff members with a corporate EU Login account should use that account for their application. In case of technical issues, you may refer to the [EU Login user portal](#) for further assistance or use the helpdesk facility via the "Contact Support" function.

During the online application procedure, candidates will have to upload their CV, motivation letter (in English or French) and the declaration of potential conflict of interest (**Annex III**). Candidates are invited to use the "Europass" CV format (<https://europa.eu/europass/en/create-europass-cv>) for their applications.

Candidates from the Member States will, in addition, have to upload a copy of their passport/ID and the certificate issued (within the past 6 months) by the MFA of their Member State of origin.

Only one application shall be submitted by candidate.

The closing date for the submission of applications is **15 June 2026 at 12:00** (CET - Brussels' time). Please note that the only way to submit an application is using the online system.

As the system may experience peak activity around the deadline, candidates are strongly advised to submit their application as early as possible.

¹⁰ Your personal data will be processed in accordance with Regulation (EC) 2018/1725. The privacy statement is available on the EEAS Intranet: https://www.eeas.europa.eu/eeas/eeas-privacy-statement-data-protection-notice-purpose-processing-personal-data-related-recruitment-0_en

Late or incomplete applications will not be accepted.

For correspondence concerning the selection procedures, please use the following email address: EEAS-HQ-APPLICATIONS-AD@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 motivation letter.

3. Selection

The pre-selected candidates who best meet the selection criteria 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 present vacancy notice. The selection panel will recommend a shortlist of candidates to the Appointing Authority/AACC that will make the final selection. If appropriate, the relevant Director, Managing Director or other senior manager of the recruiting division may conduct confirmatory interviews, prior to the final selection by the Appointing Authority/AACC.

It is recalled that, if the interest of the service so requires, the selection procedure can be terminated at any stage and the post be filled by a transfer in accordance with Article 7 of the SR.

If the successful candidate accepts the position, they will be expected to take up duties on the post. Consequently, their applications to other vacant posts within the EEAS will only be considered after two years on the post. Derogations may be granted in the interest of the service.

CONTACT:

Mr Kęstutis JANKAUSKAS, Head of Division ☎ +32 2584-45 57 Email: kestutis-jankauskas@eeas.europa.eu

ANNEX I

CERTIFICATE OF ADMINISTRATIVE STATUS, ENDORSEMENT AND REINSTATEMENT¹

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 service² of *insert Member State* and is in active service on the date of signature of the present certificate.

The Ministry of Foreign Affairs³ 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.

¹ To be completed and certified by the competent authority of the national diplomatic service.

² Candidates having a permanent employment relationship with a government ministry of their Member State, other than the Ministry of Foreign Affairs 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.

³ Notwithstanding national terminology that may vary from one Member State to another.

ANNEX II

CERTIFICATE OF ADMINISTRATIVE STATUS, ENDORSEMENT AND REINSTATEMENT¹

Technical support staff at AD level (Article 98(1), second 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 following national administration : *Click or tap here to enter text.* of *insert Member State* and is in active service on the date of signature of the present certificate.

The Ministry of Foreign Affairs²*Click or tap here to enter text.* of *Click or tap here to enter text.* endorses the application of Mr/Ms *Click or tap here to enter text.* for the above post(s).

Mr/Ms *Click or tap here to enter text.* has a guarantee of immediate reinstatement in active service within his/her administration of origin at the end of his/her period of service to the EEAS.

¹ To be completed and certified by the competent authority of the national diplomatic service.

² Notwithstanding national terminology that may vary from one Member State to another.

ANNEX III

DECLARATION OF POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY CANDIDATES

Article 11(3) of the Staff Regulations of Officials of the European Union (SR):

"Before recruiting an official, the Appointing Authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest. In such cases, the Appointing Authority shall take this into account in a duly reasoned opinion. If necessary, the Appointing Authority shall take measures referred to in Article 11a(2)".

Article 11a(2) of the SR:

"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 to temporary agents in accordance with Article 11 of the Conditions of Employment of Other Servants of the European Union (CEOS).

It is the candidates' duty to inform through this form the EEAS of any actual or potential conflict of interest regarding their future tasks. They shall be broad in their identification of actual or potential conflict of interests. It is reminded that it will be 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 recruitment and, if not, 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:	
☐ Official of the Institutions of the EU	☐ Candidate from a Member State
☐ Current EEAS/EC Temporary Agent	☐ EPSO laureate
☐ Current EEAS/EC Contract Agent	☐ External
Current and former EU nationality/nationalities:	
Current and former non-EU nationality/nationalities:	
Current employer:	
Spouse/partner's EU nationality/nationalities:	

Spouse/partner's non-EU nationality/nationalities:	
Spouse/partner's professional activities:	
Dependents' nationality/nationalities:	

Position applied for:

Job number:

Division:

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 could actually or potentially impair your independence in the course of your duties in the specific vacancy at the EEAS and which may thus lead to any actual or potential conflict of interest relevant to that position?

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 the withdrawal of an offer of employment or/and, if I am a staff member of an EU institution, 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" TAB, Conflicts of Interest)**

EEAS Vacancy Notice

Seconded National Expert in the Directorate for Europe & Central Asia

Policy Officer, Türkiye & East Med (EURCA.WEST.3)

COST-FREE

AD level post

Job No 226851

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 position of a Policy Officer on, human rights, rule of law democracy in particular as regards Türkiye. The successful candidate will join the Türkiye & East Med Division, supporting EU policies towards Türkiye aimed at supporting Democracy, Rule of Law and Human Rights. To this end, the Policy Officer will, amongst other, contribute towards programming of bilateral support including development instruments aimed at Türkiye's alignment within the EU acquis on Fundamental Rights.

The Policy Officer shall engage closely with Turkish civil society, supporting the definition and implementation of Human Rights-oriented policies towards Türkiye. [The Türkiye/East Med Division] handles general EU policy with Türkiye and serves as an integral service in advising the development and implementation of policies and instruments to promote Human Rights, Rule of Law and Democracy in Türkiye,

The successful candidate will contribute toward the definition, implementation and communication of EU policies concerning relations with Türkiye in particular as concerns development of Human Rights, Rule of Law and Democracy.

A) By bringing specific knowledge and expertise on the whole range of the external and security aspects of Türkiye's domestic situation as pertains to Human Rights, Rule of Law and Democracy, including in relation to the rights-based approach to returns (safe, voluntary and dignified).

B) By monitoring, analysing and reporting on domestic developments in the country, supporting the EU's assessment of Türkiye's domestic human rights record and contributing towards the formulation of policy recommendations for Türkiye on Human Rights, Democracy and the Rule of Law set forward in the annual enlargement package and the Annual Report on Human Rights and Democracy. As such, the position will contribute towards the promotion of human rights and fundamental freedoms, gender/diversity, judiciary reform in Türkiye.

Functions and Duties:

Under the supervision of the Head of Division, the Policy Officer will bring specific contribution on the following areas of work:

Policy analysis and definition:

- Analyse, follow up and give updates on the domestic developments in the country and its region, including the whole range of the external and security aspects, and in particular as regards the situation of human rights, democracy and the rule of law.
- In the same context, analyse, follow up and give updates on overall developments in the Eastern Mediterranean migratory route, including relevant work of international organisations, EU Agencies and other international platforms, including the humanitarian and socioeconomic situation of refugees in Türkiye, the development of a rights-based approach to returns in alignment with the UN's guiding principles (voluntary, safe and dignified returns) and on the funding for refugees and host communities in Türkiye.
- Analyse, follow up and give updates on the domestic developments in the country (incl. human rights and fundamental freedoms, civil society, gender/diversity, judiciary) as well as Türkiye's relations and challenges in the region, with third partners from Eastern Europe and Asia and regarding Common Foreign and Security Policy issues.
- Prepare policy documents and reports for the HR/VP, keep EEAS management and other EU institutions (President of the European Council, President of the European Commission, Commissioners) as well as EU Member States informed about developments.
- Contribute to briefings/dossiers and draft speeches, statements, declarations etc. concerning developments in the fields above mentioned.
- Elaborate and contribute towards the definition of EU policies concerning political, bilateral and multilateral relations with Türkiye, including the CFSP/CSDP aspects and in the context of the enlargement process.
- Closely follow policy developments in Member States as well as third states in relation to Türkiye and its region.
- Monitor, evaluate and follow up bilateral and multilateral relations of Türkiye, including the CFSP and security aspects of relations.
- Ensure general preparedness to replace colleagues, even at short notice, on the whole range of issues dealt with by the Türkiye Division.

Institutional relations:

- Participate, as appropriate, in the EEAS at Council Working Parties and European Parliament committee meetings or at other inter-institutional and international meetings concerning Türkiye's domestic situation as pertains to Human Rights, Rule of Law and Democracy.
- Organise and maintain relations, co-ordination and contacts with the other EU Institutions, notably the European Commission (DG ENEST, JUST, HOME, INTPA, ECHO; other Commission DGs as appropriate).
- Cooperate with Commission services in developing lines to take and briefing material, and in organising meetings, working visits etc. in order to ensure a coordinated policy approach.
- Handle and, as required, draft answers to oral and written questions of MEPs.

Information, communication, publications:

- Cooperate with other EEAS and Commission services (EEAS Strategic Communications Division, DG ENEST Communications Unit) in developing of strategic messaging, in particular as regards to EU support for Civil Society and Democracy, and ensuring delivery via EU Delegation in Ankara.

External coordination :

- Maintain contacts with authorities of Türkiye as well as with political parties, civil society groups, interest groups and relevant regional organisations in the areas of Human Rights, Democracy and the Rule of Law.
- Liaise with the Brussels-based representatives relevant for the EU relations with Türkiye.
- Maintain contacts with Member States in view of discussions on policy formulation, negotiating mandates and common positions, including Council Conclusions, in the Council.
- Assist in the preparation of EU-Türkiye political dialogues, notably on Eastern Europe and Asia.

Coordination with horizontal services:

- Co-ordinate activities of the division with other divisions in the EEAS, notably on migration, humanitarian issues, human rights, rule of law and fundamental freedoms, civil society, gender/diversity, and where relevant with INTCEN, SECPOL, CMPD, CPCC and the Strategic Communication Division.

Inter-service co-ordination:

- Co-ordinate with associated services in other EU institutions and contribute to the Inter-service Group meetings.
- Respond to inter-service consultations and other Commission procedures, notably on the annual country report.

We are looking for:

The European External Action Service (EEAS) is seeking a dynamic and highly motivated candidate with strong analytical and drafting and reporting skills to occupy the post Policy Officer on, human rights, Rule of Law, Democracy in particular as regards Türkiye

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 have relevant experience in the proposed areas. The candidate will have to work and communicate under time constraints in an 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 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;

- 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.

Selection criteria:

Candidates should:

A. Education and training

- Have a University diploma in law, political science, international relations, economics or other relevant field.

B. Professional knowledge

- Have a professional experience of at least 3 years, in the abovementioned areas, including analysis and reporting; experience in third countries (embassy, international organization, NGO, etc.); knowledge/experience of EU institutions, related decision-making processes, CFSP-CSDP, JLS, EU external action and related EU external policies (geographical and thematic); knowledge/experience of Türkiye and relevant regional integration processes.

C. Skills

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

D. Languages

- A thorough knowledge (capacity to write and speak) in English and a working-level knowledge of French is required. The ability to communicate in Turkish language would be an advantage.

E. Personal Qualities

- Be dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges.

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>

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: 16/08/2026

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu



EEAS Vacancy Notice

Policy Officer – Policy Coordination Division (SG.COORD)

Seconded National Expert (cost-free)

AD level post

Job No 390688

We are:

The European External Action Service (EEAS) supports the work of the High Representative in defining and implementing an effective and coherent foreign policy of the European Union and in her tasks of conducting the EU's Common Foreign and Security Policy and chairing the Foreign Affairs Council. It also supports the High Representative in her capacity of Vice President of the Commission. The EEAS works in close cooperation with Member States, the Council and relevant services of the European Commission.

Within the EEAS, the Policy Coordination Division plays a central role to support the HRVP, the EEAS Secretary General and senior management in achieving policy priorities. Through a joined-up approach to inter-institutional coordination, the Division contributes to the effective and efficient conduct of policy and decision-making processes within the EEAS and with regard to the work of the Council and Commission.

In particular, Sector 1 – Council Team leads the coordination of all work related to the European Council, the Council and with Member States, in particular the rotating Presidency. Under the direction of the Head of Division, the Council Team works closely with the Cabinet of the HRVP, EEAS senior management and services and the General Secretariat of the Council on all organisational and substantive preparations of and follow-up to meetings. It also coordinates the preparation of non-papers, briefing materials, reports and circulation of relevant documents within the EEAS

We propose:

The post of a “cost-free” Seconded National Expert (SNE) on the position of Policy Officer.

The successful candidate will join the Council Sector of the Policy Coordination Division.

Functions and Duties:

The successful candidate will join the Council Team of the Policy Coordination Division. Under the guidance of the Head of Division and supervision of the Head of Sector, he/she will be responsible for assisting the Council Team in the process, coordination, contribution and preparation of Council meetings, including the European Council, Foreign Affairs Council and COREPER, as well as other ministerial meetings. In particular, the Policy Officer is expected to perform the following tasks:

- Participate in the preparation of six-monthly agendas for the FAC meetings and identify the most relevant agenda items for FAC meetings in liaison with services;
- Coordinate the FAC preparatory process including organising meetings with services, other institutions and the Cabinet, ensuring the presence of relevant services during the FAC meeting, coordinating contributions, etc.;
- Prepare notes on the draft FAC agenda for approval of EEAS management and of the HRVP and ensure communication of the agenda and its presentation to COREPER in line with the requirements of the Council Rules of Procedure;
- Manage the preparatory process of draft Council Conclusions from high-quality drafting to timely clearance and circulation to Member States;

- Provide guidance on the preparation, approval and distribution of FAC preparatory documents (issues papers, information notes, etc.) and monitor the adoption process of Council Decisions and other A items;
- Coordinate the preparation of FAC briefings for the HRVP and ensure that output is of high quality, concise, coherent and politically relevant;
- Contribute to the timely preparation of FAC meeting reports, as well as notes for EEAS operational follow-up for the Antici and the European Parliament Foreign Affairs Committee (EP AFET);
- Prepare briefing notes for COREPER meetings as appropriate, and ensure timely reporting;
- Prepare information notes to Heads of EU Delegations and EP AFET and liaise with the Cabinet, senior management and services;
- Coordinate and prepare briefings for the President of the European Council, President of the Commission, the HRVP and the EEAS Secretary General for meetings with Member States' interlocutors and other horizontal briefings;
- Contribute to horizontal tasks within SG.COORD.

We are looking for:

The EEAS is seeking a dynamic, proactive and highly motivated colleague with strong analytical and networking skills to occupy the post of SNE.

The candidate should have an excellent understanding of EU policy-making and decision-making processes, and a good understanding of inter-institutional relations as well as have relevant political experience in the proposed areas. The candidate will be working in a friendly and dynamic environment and contribute to the work of the Policy Coordination Division. He/she will have to work in an international and multicultural environment in close synergy with EU 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 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;
- 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;

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>

- 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.

Selection criteria:

Candidates should:

A. Professional knowledge

- Have a post relevant professional experience of at least 3 years, preferably in the Ministry of Foreign/ European Affairs or in a coordinating position in EU affairs; and
- Have excellent knowledge of EU institutions and related decision- making processes, CFSP/CSDP as well as EU external action and related policies.
- have an excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;

B. Skills

- have strong drafting, communication and analytical skills combined with sound judgement;
- Possess organisational skills and have capacity of initiative;
- Have the ability to contribute and cooperate in a multicultural team;
- Have strong communication and interpersonal skills.
- have the ability to deliver reliably and high quality standards under consistently tight deadlines.
- Furthermore:
- experience of working in a Permanent Representation, the EU Department in a Ministry of Foreign Affairs or EU institution;
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience of negotiations; and
- experience in inter-institutional coordination
- would be considered assets.

C. Languages

- Have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another to the extent necessary to carry out the duties involved. In practice, excellent command of English is required; command of the French language would be a strong asset.

D. Personal Qualities

- Be dynamic, motivated and a resilient personality.

- Be able to adapt quickly to new situations and deal with new challenges, delivering high quality under time pressure.
- Be a strong team player.

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: from 16 September 2026

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu



DETALŪS METADUOMENYS	
Dokumento sudarytojas (-ai)	LIETUVOS NUOLATINĖ ATSTOVYBĖ EUROPOS SAJUNGOJE 188613242/58
Dokumento pavadinimas (antraštė)	DĖL EUROPOS IŠORĖS VEIKSMŲ TARNYBOS (EIVT) DARBO SKELBIMŲ ĮVAIRIOMS PAREIGYBĖMS.
Dokumento registracijos data ir numeris	2026-05-27 Nr. (76.2.5E)S76-521
Dokumento gavimo data ir dokumento gavimo registracijos numeris	2026-05-27 Nr. G-1343
Dokumento specifikacijos identifikavimo žymuo	ADOC-V1.0
Parašo paskirtis	Pasirašymas
Parašą sukūrusio asmens vardas, pavardė ir pareigos	Tomas Gražiūnas, Administracijos vadovas, laikinai atliekantis Lietuvos nuolatinio atstovo ES funkcijas
Sertifikatas išduotas	TOMAS GRAŽIŪNAS, Lietuvos Respublikos užsienio reikalų ministerija LT
Parašo sukūrimo data ir laikas	2026-05-26 11:49:07 (GMT+03:00)
Parašo formatas	XAdES-T
Laiko žymoje nurodytas laikas	2026-05-26 11:49:18 (GMT+03:00)
Informacija apie sertifikavimo paslaugų teikėją	ADIC CA ECC, Asmens dokumentu israsymo centras prie LR VRM LT
Sertifikato galiojimo laikas	2024-06-26 10:17:04 – 2028-06-25 10:17:04
Informacija apie būdus, naudotus metaduomenų vientisumui užtikrinti	"Registravimas" paskirties metaduomenų vientisumas užtikrintas naudojant "RCSC IssuingCA-2, VI Registru Centras - i.k. 124110246 LT" išduotą sertifikatą "Dokumentų valdymo sistema Avilys, Lietuvos Respublikos užsienio reikalų ministerija, i.k. 188613242 LT", sertifikatas galioja nuo 2024-12-18 10:59:02 iki 2027-12-18 10:59:02 "Gauto dokumento registravimas" paskirties metaduomenų vientisumas užtikrintas naudojant "RCSC IssuingCA-2, VI Registru Centras - i.k. 124110246 LT" išduotą sertifikatą "DBSIS, Informatikos ir ryšių departamentas prie Lietuvos Respublikos vidaus reikalų ministerijos, i.k.188774822 LT", sertifikatas galioja nuo 2025-05-16 11:31:08 iki 2028-05-15 11:31:08
Pagrindinio dokumento priedų skaičius	11
Pagrindinio dokumento pridedamų dokumentų skaičius	–
Priedamo dokumento sudarytojas (-ai)	–
Priedamo dokumento pavadinimas (antraštė)	–
Priedamo dokumento registracijos data ir numeris	–
Programinės įrangos, kuria naudojantis sudarytas elektroninis dokumentas, pavadinimas	Dokumentų valdymo sistema Avilys, versija 3.5.90.2
Informacija apie elektroninio dokumento ir elektroninio (-ių) parašo (-ų) tikrinimą (tikrinimo data)	Metaduomens „Sudarytojo adresas“ reikšmė turi būti nurodyta Visi dokumente esantys elektroniniai parašai galioja (2026-05-27 15:11:48)
Paieškos nuoroda	–
Papildomi metaduomenys	Nuorašą suformavo 2026-05-27 15:11:48 DBSIS