



LIETUVOS NUOLATINĖ ATSTOVYBĖ EUROPOS SĄJUNGOJE

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DĖL NAUJŲ DARBO SKELBIMŲ PERSIUNTIMO

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

PRIDEDAMA: 85 lapai.

Ambasadorius,

Nerijus Aleksiejūnas

Lietuvos nuolatinis atstovas Europos Sąjungoje

EEAS Vacancy Notice

Seconded National Expert in the Directorate for Policy Planning and Strategic Communication

Information and Communication Officer (MENA)

COST-FREE

AD level post

Job No 512798

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 Policy Planning and Strategic Communication supports the High Representative-Vice President of the European Commission (HRVP) and the European External Action Service (EEAS) in implementing the EU common foreign, security and defence policies, by providing strategic analysis, foresight as well as communication advice and support, including through closing space for Foreign Information Manipulation and Interference (FIMI) and building resilience against it. The Directorate develops Strategic Communication and Public Diplomacy activities across a wide range of geographic and thematic topics and works in close cooperation with EU Delegations, Member States, international partners and relevant services from other EU institutions.

Within the Directorate, the Division "Strategic Communication regional teams and coordination of Task Forces" (STRAT.3) provides strategic communication support in the implementation of EU foreign and security policy in Europe and the Western Balkans, Eastern Europe and Central Asia, Middle East and North Africa, Sub-Saharan Africa, Americas and Asia Pacific. The Division develops and implements specific strategic communication actions focused on advancing EU policies, values and interests. The Division also conducts awareness raising campaigns about the harmful impact of disinformation and contributes to the development of effective policy responses in the EU and at the international level. The Division - and the geographic Task Forces it coordinates - contribute to effective and fact-based strategic communication and the strengthening of the overall media environment and civil society in the regions it covers.

We propose:

The post of a "cost-free" Seconded National Expert on the position of an Information and Communication Officer in the Directorate for Policy Planning and Strategic Communication. The successful candidate will join the Division STRAT.3 - Strategic Communication Regional Teams and Coordination of Task Forces.

The expert will support overall EU efforts to strengthen strategic communication. She/he will contribute to EU strategic communication efforts in the MENA region.

The expert will be required to work in close coordination with the relevant divisions of the EEAS, the European Commission, the Council, the Parliament, the EU Delegations, the Spokespersons Service, EU MS representatives and the expert community in the priority regions, as well as external contractors and other relevant networks.

Functions and Duties:

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

- Contribute to delivering strategic communication in support of the HRVP and the EU Foreign Policy in close cooperation with EU Delegations in the region and other EU institutions in HQ;
- Contribute strategic advice to the EEAS, in particular the MENA Department, on communication strategies towards audiences in the region;
- Analyse the information environment of countries in the MENA region including actors, channels, and narratives;
- Design and develop support activities, including training and coaching, for EU Delegations and Member States Embassies in the region, in order to increase their capacity to analyse their overall communication environment as well as to detect and analyse potential threats coming from disinformation and foreign manipulative interference;
- Contribute to the design and implementation of communication campaigns, projects and capacity building initiatives to achieve EU communications objectives for the MENA region through strategic communication and public diplomacy;
- Engage with relevant stakeholders and target groups in EU and in MENA – in cooperation with the EU Delegations – to build trust and understanding on the EU and on the approach and objectives of EU strategic communications and public diplomacy efforts;
- Contribute to shaping and implementing communication activities around high-level missions and summits with EU leaders, together with other stakeholders (Council, Commission, Spokesperson's Service), related to MENA;
- Contribute to supporting EU Delegations on communication, press and public diplomacy activities including by organizing and participating in the regular regional conference calls, communication training and regional seminars;
- Work together with relevant EU institutions, services and bodies on strategic medium and long-term communication activities and campaigns and participate in relevant internal and external meetings;
- Contribute to developing projects aiming to bolster the EU's perception and to reduce the harmful impacts and build resilience against FIMI (media literacy, media support, awareness raising, situational awareness capacity building for civil society organisations);
- Provide briefing notes, reports, assessments, analysis, draft policy decisions/suggestions in the area of geographical competence;

We are looking for:

The EEAS is seeking a dynamic, proactive and highly motivated colleague with strong communication and networking skills to occupy the post of Seconded National Expert (SNE).

The candidate will work closely with the relevant services within the EEAS, the Commission and the EU Delegations. The position of Information and Communication Officer encompasses the tasks of contributing to the development and implementation of EU's strategic communication approach in EU Foreign Policy, and to implement the Public Diplomacy policy in EU's external relations with a focus on MENA.

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 political experience in the proposed areas. He/she will have to work 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;

¹ Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference, see: <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

- g) Ensure that there is no conflict of interest and that he/she will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

Selection criteria:

Candidates should:

A. Professional knowledge

- Have a professional experience of at least 5 years, preferably in the Ministry of Foreign Affairs, in an Embassy, or in an international organisation;
- Have good knowledge of external relations and functioning of the Union;
- Have good knowledge and experience in strategic communication and public diplomacy.
- Have strong drafting, communication and analytical skills combined with sound political judgement.

B. Skills

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required;
- Have the ability to work in a multicultural team, to coordinate and to communicate effectively and ability to establish and maintain a network of contacts both within and outside the EEAS.
- Have the ability to communicate clearly on complex issues and the capacity to perform with accuracy and in a flexible manner a diversity of tasks in a complex institutional environment;
- Have solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

C. Languages

- A thorough knowledge (capacity to write and speak) in English (level C2) is required as well as intermediate knowledge of French (Level B2).
- Knowledge of Arabic languages is a strong asset.

D. Personal Qualities

- Have the capacity to adapt quickly to new situations and deal with new challenges.
- Have the ability to work in a team, to coordinate with other teams and to communicate effectively.

Furthermore:

- Have experience working in the MENA regional context;

- Have experience developing and implementing innovative communications actions and strategic communications campaigns, preferably in the MENA context;
- Have prior experience in managing projects implemented by external contractors;
- Experience in analysing and countering disinformation and Foreign Information Manipulation and Interference (FIMI);
- Experience of working in a team in a multi-disciplinary and multi-cultural environment;
- Experience in working with or within other EU institutions.

would be considered as strong assets.

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 in equality of opportunities with other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1d.4 of the Staff Regulations.

Conditions of secondment

SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer.

Other expenses such as removal costs, allowances, salary, insurance, schooling (while the SNE maintains the right to enrol the children in an European School Type I)[1] and costs related to the enrolment to the Interinstitutional nurseries or the After-school centre managed by the early childhood centre of the European Commission shall not be covered by the EEAS. However, in case the SNE makes use of these two facilities for their dependent children, the EEAS shall recover any invoiced cost (including the institutional and the parental contribution) from the Seconded National Expert concerned on a yearly basis. For further information, please contact RM-01-COORDINATION@eeas.europa.eu

Duration of the secondment: 2 years, renewable up to 4 years in total

Vacancy available from: Immediately

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu





External publication

Vacancy notice 2026/089 – DEL (AD) Political and Administration Officer in the European Union Delegation to Kuwait

Type of post: Administrator - Job no. 494186

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: AD7

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 European Union currently has 145 Delegations and Offices, 9 of which are to international organisations. Overall, about 6000 staff are currently serving in the Union Delegations. The EU Delegations are placed under the authority of the High Representative of the Union for Foreign Affairs and Security Policy, who is also Vice President of the European Commission.

Following the decision of the Commissioners’ Project Group on External Action (CPGEA) on 14 May 2025 on the modernisation of the Delegation network, the EU Delegation to South Sudan will become a Diplomatic Presence Delegation with reduced staffing and a mandate focused on core activities, relying on support from nearby Delegations and EEAS Headquarters. The roll-out of this process will start as of 1 September 2026.

WE PROPOSE

The position of **Political and Administration Officer in the European Union Delegation to Kuwait**.

Under the responsibility of the Head of Delegation (HoD), the successful candidate will assist and, when required, replace the HoD in providing overall strategic orientation and in managing the Delegation in accordance with existing rules and regulations, in particular in relation to:

- Replacing the Head of Delegation when absent and acting as Chargé d’Affaires a.i.;
- Assuring the good functioning of the Delegation;
- Representing the EU at the level of Political and Administration Officer;
- Facilitating a coordinated development of the EU’s relations with the host country while promoting the visibility of the EU in the country, and ensuring local coordination with the Member States, including coordinated diplomatic outreach;
- Monitoring, analysing and reporting on the political situation in the host country including in the area of foreign policy;
- Ensuring the administrative management of the Delegation, with support from Headquarters and from a neighbouring or Reinforced Delegation; this will include, as relevant, ensuring the management of the imprest of accounts, of local procurement, of local staff members, of physical and financial assets and of security, as well as the management of information and EU Classified Information.

¹ Candidates from the Member States are candidates from the national diplomatic services, in line with Article 98(1), first subparagraph of the Staff Regulations.

This 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 AD7.

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 Member States, they will be reclassified at grade AD7.

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 4 years, within the limits provided for by Article 50(b)(2) of the CEOS³.

PLACE OF EMPLOYMENT: Kuwait (Kuwait City)
LIVING CONDITIONS ALLOWANCE: 20%⁴
POSTING DURATION: 4 years
POST AVAILABLE/TAKE-UP DUTY: 15 August 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;
- 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.

WE LOOK FOR

Eligibility Criteria⁵

- 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;
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 subparagraph 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

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

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.

⁴ Decision ADMIN(2026) 6 of the Director-General for Resource Management of the European External Action Service of 05/02/2026 on the establishment of third countries as non-family postings, repealing and replacing Decision ADMIN(2016) 24.

⁵ All the eligibility criteria must be met on the closing date for applications for this post.

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 by the expected time of posting 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 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.
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 Affairs⁶ (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.
8. Without prejudice to exemptions authorised in the interest of the service by the Appointing Authority/Authority Authorised to Conclude Contracts of Employment (hereafter, the “AACC”) for exceptional and justified reasons, and in accordance with the 2024 EEAS Rotation Decision⁷, EU officials or current temporary agents under Article 2(e) of the CEOS applying for a posting shall be subject to the following conditions:
 - a. the candidate is not eligible for posts/functions to which they have already been assigned in the same Delegation;
 - b. the candidate is not eligible for a posting in a Delegation in which they have already served unless a minimum of two years would have elapsed between the start of the new posting and the end of a previous posting in that Delegation;
 - c. the candidate is not eligible for a third posting to the same Delegation, irrespective of the functions;
 - d. the candidate is not eligible for a second non-family, compound-confined posting unless a minimum of two years would have elapsed between the start of the new posting and the end of a previous non-family/compound-confined posting;
 - e. the candidate shall serve in Union Delegations for no more than two consecutive postings.

- 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 the 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 years⁸.
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. Candidates shall provide a Certificate of administrative status, endorsement and reinstatement issued by the national diplomatic service/MFA of their Member State of origin, which contains at least the

⁶ Notwithstanding national terminology that may vary from one Member State to another.

⁷ Decision ADMIN(2024) 20 of the High Representative of the Union for Foreign Affairs and Security Policy of 24/07/2024 on the periodic serving of Officials and Temporary Agents in Union Delegations.

⁸ 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.

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 50b(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 CEOS⁹.

Selection Criteria:

Candidates should have:

1. General skills, experience and competencies

- an excellent ability to maintain diplomatic relations and to ensure representation, communication 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;
- experience in communication and social media management;
- proven experience with relevant administrative (including human resources management), financial and security processes;
- proven experience in policy analysis/development and in the external relations field;
- experience in international negotiations;
- experience in leading and motivating teams;
- experience of working in multi-disciplinary and multi-cultural environment;
- experience in working in a Delegation and/or an Embassy (or equivalent in an international organisation) and/or appropriate experience in EEAS HQ and/or EU Institutions' External Relations DGs/services and/or EU Member States' Ministry of Foreign Affairs;
- capacity to work in the languages of CFSP (EN/FR);

2. Knowledge/experience in functioning of the European Union

- 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;

Furthermore:

- previous experience in the region;
- experience in thematic/horizontal areas of relevance to the Delegation and/or experience on external aspects of internal policies of particular importance in the host country;

⁹ 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.

will be considered as 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 annual Rotation exercise (currently 31 August each year).

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

POSTING POLICY ¹⁰

EEAS career development policy places the need for staff to develop a mix of competences at its core, e.g. working in various fields of expertise and responsibilities in the course of a person's career, including postings at Headquarters and Delegations. Therefore, staff members are encouraged to alternate between Delegation and Headquarters postings.

A posting in an EU Delegation is generally for 4, 3, or 2 years. Posting duration may be extended by one year or shortened by one year. Call for interest to apply for extension or early rotation will be launched annually prior to the publication of the rotation exercise. Staff are reminded that extension and early rotation are not a right.

For posts with a LCA¹¹ of 25% or less, the posting will in principle be for 4 years.

For posts where the living and working conditions are defined as "difficult" and "very difficult" (30%-40% LCA) the posting will be in principle for 3 years.

For non-family postings¹² the duration is reduced to 2 years.

For candidates currently in compound confined, non-family posting, please refer to Article 6, point 2(g) of the Decision ADMIN(2024) 20.

CONDITIONS OF RECRUITMENT AND EMPLOYMENT

CONFLICT OF INTEREST AND SECURITY RISKS

As a matter of policy, applications by individuals who have dual nationality including one of a non-EU country or of the host country, or whose spouse or partner has the nationality of the host country, will be considered on a case-by-case basis. The EEAS also examines if there could be a conflict of interest and shall also take into account any specific local and global-security-context, diplomatic or other concerns about risks to the personal security of the candidate or to the security interests of the Union.

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

MEDICAL CLEARANCE

The successful candidate will be required to undergo a medical examination to ensure that they are 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 EEAS¹³](#).

¹⁰ ADMIN(2024) 20: Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 24/07/2024 on the periodic serving of Officials and Temporary Agents in Union Delegations.

¹¹ Living conditions allowance

¹² Countries presently designated as "non-family postings": Afghanistan, Burkina Faso, Central African Republic, Haiti, Iraq, Libya, Mali, Niger, Somalia, South Sudan, Syria and Yemen. In the case of relocated Delegations (e.g. Yemen) the posting will in principle be for 3 years.

¹³ OJ C 263, 26 July 2023, p.16.

The selected candidate should hold, or be in the position to obtain, a valid Personnel Security Clearance (hereafter, the PSC)¹⁴ issued by the competent authority of the Member State concerned.

Candidates who do not already have a valid PSC will be required to go through the security clearance vetting procedure of their Member State to obtain this clearance 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 PSC is issued by the competent authority of the Member State concerned, the selected candidate will 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 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-AD-NON-MANAGEMENT-DELEGATIONS@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 PROCEDURE¹⁵

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.

¹⁴ 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'."

¹⁵ 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.html

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 duly filled (annex II). 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 (annex I). Candidates will be informed of the progress of their application via email generated through the online system.

The closing date for the submission of applications is **Friday, 12 June 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.

Late or incomplete applications will not be accepted.

For correspondence concerning the selection procedures, please use the following email address:
EEAS-AD-NON-MANAGEMENT-DELEGATIONS@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 if the deadline for applications is less than six months from the end of this posting.

CONTACT:

Ms Anna-Maria PANAGIOTAKOPOULOU, Head of Division POL.MENA.4 - Arabian Peninsula and Iraq Phone + 32 2584-5172 Email: Anna-Maria.PANAGIOTAKOPOULOU@eeas.europa.eu
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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

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:	(if not applicable, tick here) ☐
Current employer:	
Spouse/partner's EU nationality/nationalities:	(if not applicable, tick here) ☐
Spouse/partner's non-EU nationality/nationalities:	(if not applicable, tick here) ☐
Spouse/partner's professional activities:	(if not applicable, tick here) ☐
Dependents' nationality/nationalities:	(if not applicable, tick here) ☐

Position applied for:

Job number:

Delegation:

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).



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) to carry out Finance related tasks, in accordance with the Decision of the High Representative of 4 February 2014, and in particular Article 16 thereof. (job number, 334195)

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-hq@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 16 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 June 2026.

Vacancy available from: 1 October 2026

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 334195

Cc: EEAS.RM.BHR.3

EEAS Vacancy Notice

Seconded National Expert at the European Security and Defence College

Finance Administrator

CO-FINANCED

AD level post

Job No 334195

We are

As set out in 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 practices 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, to represent the EU, and to chair the Foreign Affairs Council.

What we are offering

The post is for a 'co-financed' Seconded National Expert (SNE) in Finance. The successful candidate will report to the Head of the ESDC. You will be a member of the Administration Team, assume finance-related tasks, and provide support to other staff members within the ESDC.

Functions and duties

Under the authority of the Head of the ESDC (and coordinated by the Team Leader), the Financial Administrator will be responsible for the planning, execution, and closure of projects relating to training activities conducted under Article 16 (Council Decision). The role also involves overseeing the administrative and financial activities of the ESDC and reporting to the Head of the ESDC, as well as preparing and following up on contracts to be concluded in the name of the ESDC under the responsibility of the Head.

The tasks to be carried out are as follows:

- assist with the financial and contractual aspects of the ESDC's budget lines, including executing the payment request process (covering operational initiation and verification (OIA, OVA), financial initiation (FIA), and financial verification (FVA));
- prepare and implement the annual budget planning, execution, and reporting for the ESDC budget and resources;
- assist with the preparation and management of ESDC contracts and tenders, including liaising with the Service for Foreign Policy Instruments and auditors;
- assist with the implementation of IT solutions for financial management;
- assist with the establishment of the ESDC's training budget and budget clusters, and monitor the implementation and use of the budget for training activities;
- contribute to the preparation of the Annual Financial Administrative Instruction;
- monitor the ESDC's expenditure and budget absorption, and prepare the Financial Report;
- ensure administrative and financial coherence for ESDC courses, seminars, and workshops;
- contribute to establishing the ESDC as an inclusive and diverse workplace, including promoting equality in relation to gender, sexual orientation, gender identities, disabilities, and ethnicity,
- perform additional tasks, as instructed by the ESDC hierarchy.

We are looking for

A dynamic, flexible, and proactive colleague with strong communication and organisational skills, as well as a developed sense of service. You should be able to adapt quickly to new working environments, be a good team player and have proficient computer skills. That, includes a sound knowledge of standard IT applications and administrative procedures.

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 February 2014 establishing the rules applicable to National Experts seconded to the European External Action Service.

Eligibility criteria

Candidates must:

- a) be drawn from the public administrations of Member States, 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 or financial functions 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 official EU language and a satisfactory knowledge of a second language to perform their duties;
- d) hold a security clearance of at least EU SECRET/SECRET UE for the functions they will carry out (as per EEAS Decision ADMIN (2023)18 on security rules for the European External Action Service);

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>

e) remain in the service of their employer throughout the secondment period and continue to be paid by that employer.

f) remain subject to the social security legislation of the public administration, international organisation, or entity employing them. The employing body will assume responsibility for expenses incurred abroad. In the case of a posting to an EU delegation, the employer will certify that the SNE is covered for:

- medical expenses incurred at the place of secondment; and
- repatriation costs on health grounds for the entire duration of the secondment.

g) ensure that there is no conflict of interest and that they will, at all times:

- safeguard the independence and coherence of EU foreign policy; and
- protect the integrity and confidentiality of EU documentation, information, and procedures.

Selection criteria

A. Qualifications and experience required

- A university degree or equivalent qualification;
- experience of working in multicultural, international teams;
- experience in the sustainable organisation of conferences and seminars;
- experience in agile, inclusive, and gender-responsive teamworking methods in diverse, multinational teams;

B. Skills required

- Strong drafting, communication, and analytical skills, combined with sound judgement;
- ability to remain objective in complex scenarios and to display sensitivity;
- strong organisational skills, including the ability to work under pressure, meet tight deadlines, and manage multiple tasks and unexpected demands;

- ability to work professionally as a member of the ESDC, including in mixed-composition task forces and working groups, within an interesting and challenging environment;
- proficient IT skills, particularly in word processing, spreadsheets, and presentation software, as well as internet/intranet and email systems; knowledge of additional IT tools would be an asset.

C. Languages

A thorough knowledge of one EU working language and a satisfactory knowledge of another are required. In practical terms, this means:

- excellent command of written and spoken English, with particularly strong report-writing skills;
- working 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 regarding all information acquired in the performance of their duties;
- be a dynamic, motivated, and flexible individual;
- adapt quickly to new situations and respond effectively to challenges, including missions in conflict areas.

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.

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

Closing date for submission of applications: 16 June 2026 at 13:00 (CET).

Vacancy available from: 1 October 2026

Place of secondment: Brussels, Belgium

For further information, please contact:

Administrative questions: sne-hq@eeas.europa.eu

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





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 Project Manager on digital solutions and e-learning, in accordance with the Decision of the High Representative of 4 February 2014, and in particular Article 16 thereof. (job number, 354690)

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-hq@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 **1 September 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 September 2026.

Vacancy available from: 1 August 2026

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 354690

Cc: EEAS.RM.BHR.3



ESDC Vacancy Notice

Seconded National Expert at the European Security and Defence College

Project Manager - digital solutions and e-learning

CO-FINANCED

AD-level post

Job No 354690

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.

We propose

The post of a 'co-financed' seconded national expert (SNE) as a Project Manager for digital solutions and e-learning. The successful candidate will become a member of the ESDC team, assuming cross-cutting responsibilities and providing support to other colleagues within the ESDC.

Functions and Duties

Under the authority of the management of the European Security and College Defence and as Project Manager for digital solutions and e-learning, the SNE is expected to perform the following tasks:

- Contribute to the activities of the ESDC in general, the ESDC Cyber education, training, exercise and evaluation platform;
- Manage and develop the ESDC Distributed Learning (DL) resources, platforms and tools;
- Manage the ESDC's Learning Management System (ILIAS);
- Manage and develop the ESDC eLearning resources (SCORM packages development, graphics, and other mobile- and web-based learning assets);
- Update and develop the ESDC eLearning resources applying Synthesia (AI tools), Articulate 360 and other apps;
- Update the ESDC course registration platform (ENLIST);
- Support the management of the Goalkeeper/Schoolmaster platform;
- Contribute to draft and manage the training programme and conceptual documents;
- Evaluate the relevant training activities and ensure that lessons learnt are reflected in subsequent course iterations;
- Provide input and content to the relevant internal reports (e.g. the ESDC's Annual Report);
- Participate in meetings, courses, events, seminars and conferences;
- Contribute to and organise meetings of the different bodies of the ESDC;
- Contribute to establish the ESDC as an inclusive and diverse workplace, including in the context of sexual orientation, gender identities, disabilities and ethnicity;
- Perform additional tasks as directed by their managers.

We are looking for

A self-motivated, flexible and proactive colleague with good communication and organisational skills and a developed sense of service, who can rapidly adapt to a new working environment and is a good team player.

Legal basis

This vacancy is to be filled in accordance with the 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 or 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 Union¹ or, where justified in the interests of the service, professional training at an equivalent level²;
- c) have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his or her duties;
- d) have security clearance at least at the level of EU SECRET/SECRET UE;
- e) remain in the service of the employer throughout the period of secondment and 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;
- g) ensure that there is no conflict of interest and that he or 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

A. Qualifications and experience required

- university diploma;
- five years of relevant professional experience, of which three years are in the field of training;
- proven experience in instructional design and e-learning content development;
- proven experience in audio-visual content development and editing;
- previous attendance of at least one ESDC course would be an advantage;
- previous work in EU institutions/agencies/missions would be an advantage;
- experience in agile, inclusive and gender-responsive methods of teamwork in diverse, multinational teams, using the latest ICT tools.

B. Skills required

- working in an international team and under time pressure;
- networking and communication skills;
- thorough knowledge of authoring tools e.g. iSpring, etc., with particular reference to Rise: Articulate 360;
- sound knowledge of audio-visual editing tools, e.g. Camtasia, Audacity etc.;
- sound knowledge of the management and administration of learning management platforms, i.e. ILIAS LMS and Moodle;

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>.

- proven experience with WordPress CMS-based web content hosting, including management, administration and authoring of new content;
- sound knowledge of MS Office tools;
- sound drafting and editing skills;
- proven experience in the use of project management tools (e.g. Trello);
- able to work independently and autonomously under the overall guidance of the Head of the ESDC.

National security clearance at EU SECRET/SECRET UE level. Such clearance must be obtained from the competent authorities before secondment to the European External Action Service. It must be valid for the entire period of secondment. In its absence, the EEAS reserves the right to refuse the secondment as a national expert.

C. Languages

A thorough knowledge of one EU working language and a satisfactory knowledge of another is required. In practical terms, in order to perform the required duties, this means an excellent command of written and spoken English, and, in particular, good report-writing skills. A good knowledge of written and spoken French is desirable.

D. Personal Qualities

- must maintain the highest standards of personal integrity, impartiality and self-discipline.
- must exercise the greatest discretion in relation to all facts and information acquired in the performance of his or her duties;
- must be able to adapt quickly to new situations and deal with new challenges, including missions in conflict areas.

Application Procedure

Applicants should draft their CVs and cover letters in English or French in a PDF or Word file, using the Europass CV template which can be found at the following internet address: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

The Permanent Representations of the Member States should send applications to the EU exclusively by email to Division RM.BHR.3 ‘Selection and Recruitment’ at the following address: sne-hq@eeas.europa.eu, and **not** directly to the ESDC. Each application will be examined on the basis of the requirements of the job profile set out in the vacancy notice. Division RM.BHR.3 ‘Selection and Recruitment’ will verify the fulfilment of the eligibility criteria in the competences section. The most suitable applicants will be called for interview by the ESDC as soon as possible.

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 the selection procedure in equality of opportunities with other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1d.4 of the Staff Regulations.

Co-financed SNEs shall 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.

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

Vacancy available from: 1 August 2026

Closing date for the submission of applications: 1 September 2026 at 13:00 (CET).

Place of secondment: Brussels, Belgium

Data protection

The personal information requested from candidates will be processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

The purpose of the processing of candidates' personal data is to manage applications with a view to possible pre-selection and recruitment. More information on personal data protection can be found on the EEAS website: https://eeas.europa.eu/headquarters/headquarters-homepage/3032/-transparency-and-data-protection_en.

For further information, please contact:

- for administrative questions sne-hq@eeas.europa.eu
- for selection and profile-related questions ESDC-VACANCIES@eeas.europa.eu





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).

EUROPEAN EXTERNAL ACTION SERVICE



DG Resource Management
The Director-General

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

To Permanent Representatives of the
Member States to the European Union

Your Excellency,

I am pleased to inform you that we are looking for one “cost-free” Seconded National Expert (SNE) for secondment to the Delegation of the EU to the **Republic of Moldova**, pursuant to the Decision of the High Representative of 04.02.2014 establishing the rules applicable to SNEs¹.

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

Permanent Representations are kindly requested to send applications by e-mail to the Division EEAS.RM.BHR.3 “Selection and Recruitment of Staff”: SNE-DELEGATIONS@eeas.europa.eu

Candidates shall draft their **CV in English or in French in a PDF or Word version, with a motivation letter** 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 **10 July 2026 at 12.00 noon (Brussels time)** will be considered for this call for applications.

Applications will be examined by my services, which will organise selection interviews shortly after the deadline.

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

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

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 CVs will be circulated to the EEAS services involved in the selection and management of their possible secondment, as well as within the Delegation concerned.

I take this opportunity to thank you very much for your cooperation.

Yours sincerely,

(E-SIGNED)
Elsa FENET
(*Acting Director General*)

Encl: Vacancy notice

Cc: I. Piorko Bermig, Head of Delegation, Moldova
M. Csicsai, Head of PPI Section, Moldova Delegation
D. Derya, Head of Division, POL.EURCA. EAST.2
A. Dupont, Deputy Head of Division, POL.EURCA.EAST.2
C. Osti, Head of Sector, RM.BHR.3
K.Paglamitis, Head of Administration, Delegation Moldova

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 STRAT.3 – ‘Strategic Communication Regional Teams and Coordination of Task Forces’ 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 30 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: A. Fontana, Head of Division, GII.GLOBAL.STRAT.3
U. Hauer, Head of Division, RM.BHR.3
C. Osti, Head of Sector, RM.BHR.3

Vacancy notice 2026- 097 HQ (AD) – DSG - DEF

EEAS Vacancy Notice – Deputy Secretary General for Peace, Security and Defence

Type of post "Director-General"

EU Officials (AD 15 – AD 16) – Candidates from the Member States¹ (AD 15)

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, in particular the Foreign Affairs Council in the Defence format.

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.

We propose:

The position of **Deputy Secretary-General of the EEAS for Peace, Security and Defence**

Working under the authority of the Secretary-General of the EEAS, as per Article 4(2) of the Council Decision 2010/427/EU, of 26 July 2010, establishing the organisation and functioning of the European External Action Service², the Deputy Secretary-General will provide strategic direction to the work of the EEAS on key foreign, security and defence policy issues, ensuring effective co-ordination between the concerned departments in Headquarters (EEAS and European Commission), with the Union Delegations, the CSDP missions and the EU Military Committee (EUMC), as well as with his/her Member State counterparts and in third countries including through political dialogues.

This position is classified as a "Director-General" type of post³ in the grade bracket AD 15 – AD 16.

If selected for the post, candidates from the national diplomatic services of Member States will be recruited at grade AD 15.

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 AD15.

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 of the Officials of the EU (SR) if he or she is an EU official;

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.

² OJ L 201, of 3.8.2010, pp. 30–40.

³ According to the Annex I of the Staff Regulations and the relevant EEAS internal rules.

- 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 15 or at their current grade if it is higher.

We look for:

Eligibility Criteria⁴

- 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. 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 twelve years' management experience commensurate with the responsibilities of the post;⁵
4. have at least 12 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 High Representative, in his/her capacity as Appointing Authority (AA)/Authority Authorised to Conclude Contracts of Employment (AACC) 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:
 - AD 15 or AD 16 and occupying a post corresponding to the type of post "Director-General"; or
 - AD 15 and occupying a post corresponding to the type of post "Director"; or
 - AD 14 and occupying or having occupied a post corresponding to the type of post "Director", with a seniority of at least 2 years in that post and in that grade.

In the event of a successful application, EU officials at AD 15 – AD 16 will be appointed/assigned to the post at the same grade. EU officials at AD 14 will be promoted to grade AD 15 for the purpose of their assignment as Secretary-General.

2. 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.

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

⁵ 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.

- **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

 - 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.⁶
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 CEOS⁷.

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

Temporary agents to whom Article 2(e) of the CEOS applies 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.

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 3.

⁷ 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.

Selection Criteria

The ideal candidate should:

- have an established track record of leading and shaping international organisations in an international context or in a diplomatic service;
- have an excellent ability to maintain diplomatic relations at a senior level and to ensure representation, communication and management in a complex, multicultural environment;
- have an excellent capacity to play a lead role in negotiations in the fields of public administration and external relations, with national authorities of the Member States, international organisations and EU institutions, offices, bodies and agencies;
- have strong communication and analytical skills combined with sound judgment;
- have excellent knowledge of external relations, internal policies and the functioning of the Union, as well as of security and defence policies, in particular CFSP and CSDP related issues;
- 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 an established track record in managing human and financial resources at a senior level;
- have the ability to create and maintain a strong network of contacts with internal and external stakeholders (including Member States, other EU institutions, third countries, international organisations, in particular NATO).

Senior level experience of working in a Delegation/Embassy or equivalent in an international organisation would be an 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. 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: TOP SECRET UE/EU TOP 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 High Representative, in his/her capacity as AA/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.

PROCEDURE⁸

The selection procedure will take place, pursuant to Articles 4 and 3(1)(v) of 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, 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

⁸ 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

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.

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 that 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 **18 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, 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 selection panel will recommend a shortlist of candidates to the High Representative who, acting as AA/AACC will make the final selection. The High Representative reserves the right to interview the shortlisted candidates.

CONTACT: Ms Kristin DE PEYRON, Director-General for Resource Management

EMAIL: kristin.de-peyron@eeas.europa.eu

POST AVAILABLE: to be determined.

Vacancy notice 2026-098 HQ (AD) – DSG GII

EEAS Vacancy Notice – Deputy Secretary General for Geoeconomics and Interinstitutional Issues

Type of post "Director General"

EU Officials – AD 15 – AD 16 – Candidates from the Member States¹ – AD 15

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.

We propose:

The position of **Deputy Secretary-General for Geoeconomics and Institutional Issues**

Working under the authority of the Secretary General of the EEAS, the Deputy Secretary General will:

- provide strategic direction to the work of the EEAS on key foreign policy and economic issues. He or she will ensure effective coordination between the concerned directorates in the EEAS and European Commission, and the Council of the EU, as well as with the Union Delegations, the CSDP missions as well as the Member State counterparts, and third countries.
- oversee all sectoral policies and be responsible for mainstreaming the external dimension of EU internal policies across EU bilateral and multilateral relations, in close cooperation with the Political Director.
- represent the EEAS in Coreper and organise EEAS representation in other Council formations.
- oversee the EEAS relations with the European Parliament.
- represent the EEAS in the work strands related to the Commission Work Programme and the Project Groups relevant for the EEAS.
- lead the work of the Multiannual Financial Framework.

This position is classified as a "Director-General" type of post² in the grade bracket AD 15 – AD 16.

If selected for the post, candidates from the national diplomatic services of Member States will be recruited at grade AD 15.

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 AD15.

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.

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

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 of the Officials of the EU (SR) if he or she is an EU 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 15 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. 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 twelve years' management experience commensurate with the responsibilities of the post;⁴
4. have at least 12 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 High Representative, in his/her capacity as Appointing Authority (AA)/Authority Authorised to Conclude Contracts of Employment (AACC) 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:
 - AD 15 or AD 16 and occupying a post corresponding to the type of post "Director-General"; or
 - AD 15 and occupying a post corresponding to the type of post "Director"; or
 - AD 14 and occupying or having occupied a post corresponding to the type of post "Director", with a seniority of at least 2 years in that post and in that grade.

In the event of a successful application, EU officials at AD 15 – AD 16 will be appointed/assigned to the post at the same grade. EU officials at AD 14 will be promoted to grade AD 15.

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

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.

2. 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
 - 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.⁵
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 CEOS⁶.

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

⁵ 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.

⁶ 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

Temporary agents to whom Article 2(e) of the CEOS applies 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, as well as the specific eligibility criteria for candidates from the national diplomatic services.

Selection Criteria

The ideal candidate should:

- have an established track record of leading and shaping international organisations in an international context or in a diplomatic service;
- 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 an excellent ability to maintain diplomatic relations at a senior level and to ensure representation, communication and management in a complex, multicultural environment;
- have an excellent capacity to play a lead role in negotiations in the fields of public administration and external relations, with Member States, other EU institutions, third countries and international organisations;
- have an excellent knowledge of the Union's external relations, internal policies and functioning;
- proven experience of the Common Foreign and Security Policy, including on geographic, economic and global issues;
- have an established track record in managing human and financial resources at a senior level;
- have the ability to create and maintain a strong network of contacts with internal and external stakeholders (including Member States, other EU institutions, third countries, international organisations and NGOs); and
- have strong communication and analytical skills combined with sound judgment.

Senior level experience of working in a Delegation/Embassy or equivalent in an international organisation would be an 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. 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: TOP SECRET UE/EU TOP 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 High Representative, in his/her capacity as AA/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 is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service 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 the functional mailbox (CCA-SECRETARIAT@eeas.europa.eu) in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure in equality of opportunities with other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1d.4 of the Staff Regulations.

PROCEDURE⁷

The selection procedure will take place, pursuant to Articles 4 and 3(1)(v) of 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, 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.

⁷ 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

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.

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 their membership of a 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 **18 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, 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 selection panel will recommend a shortlist of candidates to the High Representative who, acting as AA/AACC will make the final selection. The High Representative reserves the right to interview the shortlisted candidates.

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: Ms Kristin DE PEYRON, Director-General for Resource Management
EMAIL: kristin.de-peyron@eeas.europa.eu

POST AVAILABLE: to be determined.

Vacancy notice 2026-099 HQ (AD) – SECRETARY-GENERAL

EEAS Vacancy Notice – Secretary-General

Type of post "Director-General"

EU Officials (AD 15 – AD 16) – Candidates from the Member States¹ (AD 15)

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.

We propose:

The position of **Secretary-General** of the EEAS. As per Article 4(1) of the Council Decision 2010/427/EU, of 26 July 2010, establishing the organisation and functioning of the European External Action Service², the Secretary-General manages the EEAS under the authority of the High Representative. Assisted by three Deputy Secretary-Generals, s/he is tasked to take all measures necessary to ensure the smooth functioning of the EEAS, including its administrative and budgetary management. The Secretary-General will provide strategic direction to the work of the EEAS on key foreign policy issues, ensuring effective co-ordination between the concerned departments in Headquarters (EEAS, Commission services and General Secretariat of the Council) as well as with the Union Delegations, the CSDP missions as well as with his/her Member State counterparts and in third countries including through political dialogues.

This position is classified as a "Director-General" type of post³ in the grade bracket AD 15 – AD 16.

If selected for the post, candidates from the national diplomatic services of Member States will be recruited at grade AD 15.

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 AD15.

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 of the Officials of the EU (SR) if he or she is an EU 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

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.

² OJ L 201, of 3.8.2010, pp. 30–40.

³ According to the Annex I of the Staff Regulations and the relevant EEAS internal rules.

a temporary agent to whom Article 2(e) of the CEOS applies. Such candidates shall be recruited or, if applicable, assigned at grade AD 15 or at their current grade if it is higher.

We look for:

Eligibility Criteria⁴

- 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. 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 twelve years' management experience commensurate with the responsibilities of the post;⁵
4. have at least 12 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 High Representative, in his/her capacity as Appointing Authority (AA)/Authority Authorised to Conclude Contracts of Employment (AACC) 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:
 - AD 15 or AD 16 and occupying a post corresponding to the type of post "Director-General"; or
 - AD 15 and occupying a post corresponding to the type of post "Director"; or
 - AD 14 and occupying or having occupied a post corresponding to the type of post "Director", with a seniority of at least 2 years in that post and in that grade.

In the event of a successful application, EU officials at AD 15 – AD 16 will be appointed/assigned to the post at the same grade. EU officials at AD 14 will be promoted to grade AD 15 for the purpose of their assignment as Secretary-General.

2. 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.

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

⁵ 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.

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
- 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.⁶
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 CEOS⁷.

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

Temporary agents to whom Article 2(e) of the CEOS applies 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.

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 3.

⁷ 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.

Selection Criteria

The ideal candidate should:

- have an established track record of leading and shaping international organisations in an international context or in a diplomatic service;
- have an excellent ability to maintain diplomatic relations at a senior level and to ensure representation, communication and management in a complex, multicultural environment;
- have an excellent capacity to play a lead role in negotiations in the fields of public administration and external relations, with national authorities of the Member States, international organisations and EU institutions, offices, bodies and agencies;
- have strong communication and analytical skills combined with sound judgment;
- have excellent knowledge of external relations, internal policies and the functioning of the Union, as well as of CFSP and CSDP related issues;
- 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 an established track record in managing human and financial resources at a senior level. Knowledge of EU budgetary, administrative and human resources policies would be a strong asset;
- have the ability to create and maintain a strong network of contacts with internal and external stakeholders (including Member States, other EU institutions, third countries, international organisations and NGOs); and

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. 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: TOP SECRET UE/EU TOP 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 High Representative, in his/her capacity as AA/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.

PROCEDURE⁸

The selection procedure will take place, pursuant to Articles 4 and 3(1)(v) of 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, 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.

⁸ 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 that 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 **18 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, 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 selection panel will recommend a shortlist of candidates to the High Representative who, acting as AA/AACC will make the final selection. The High Representative reserves the right to interview the shortlisted candidates.

CONTACT: Ms Kristin DE PEYRON, Director-General for Resource Management

EMAIL: kristin.de-peyron@eeas.europa.eu

POST AVAILABLE: 1 September 2026.

Vacancy notice 2026-100 HQ (AD) – Head of Division for Protocol

**EEAS Vacancy Notice –
Head of Division for Protocol**

Type of post "Head of Unit or equivalent"

EU Officials (AD 9 – AD 14) – Candidates from the Member States¹ (AD 12)

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 Protocol Service (SG.3) facilitates high-level diplomatic contacts between the EEAS and third states, as well as other institutions and international organisations. It handles matters related to the application of the Vienna Convention on Diplomatic Relations and the status of EU Delegations and offices in third countries.

EEAS Protocol provides support to official visits hosted by the EU High Representative and other senior EEAS representatives, and is responsible for the organisation of various multilateral Ministerial-level meetings chaired by the High Representative. The Division covers responsibilities related to accreditations of diplomatic missions and international organisations to the European Union; to the agrément process for EU Ambassadors taking up duty abroad; and the issuance of laissez-passer.

Finally, it serves as a "centre of excellence" on protocol matters, providing guidance to EU Delegations and headquarters services.

We propose:

The post of Head of Division for Protocol.

Under the administrative authority of the EEAS Secretary General, the Head of Division exercises the overall management responsibility for the activities of the Division.

The main responsibilities are as follows:

- manage, organise and coordinate the activities of the Division and its staff members;
- monitor and ensure the timely implementation of goals and tasks assigned to the Division, including under tight schedule;
- motivate, coach and lead a multinational expert team, ensure efficient staff and personnel administration of the Division;
- ensure the development of policies and the coordination and management of the EEAS' overall contribution as regards the multi-annual programming of EU external financing assistance and related-budgetary issues;
- provide timely protocol guidance to EEAS HQ services and the network of EU Delegations;

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.

- provide support to the High Representative in engagements in Brussels as well as on missions abroad, when required;
- maintain relations with the Belgian authorities and the Protocol services of other EU institutions.

This position is classified as a “Head of unit or equivalent” type of post² in the grade bracket AD 9 – AD 14.

If selected for the post, candidates from the national diplomatic services of Member States will be recruited at grade AD 12.

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 AD12.

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 of Officials of the EU (SR) if he or she is an EU 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 12 or at their current grade if it is higher.

The selection procedure is also governed by the rules and conditions enshrined in 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.

We look for:

Eligibility Criteria³

General

Further to the conditions set out in Article 28 of the SR 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. 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 three years' management experience commensurate with the responsibilities of the post;⁴
4. have at least six 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.

² According to the Annex I, point A, 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.

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. Without prejudice to exemptions authorised by the Appointing Authority (AA) / Authority Authorised to Conclude Contracts of Employment (AACC) 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 AD 9 – AD 14.

EU officials at AD 8 are eligible to apply if they have at least 2 years seniority in that grade.

In the event of a successful application, EU officials at AD 9 – AD 14 will be appointed/assigned to the post in the same grade. EU officials at AD 8 will be promoted to grade AD 9.

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, applications from staff members currently serving in a Delegation and who are not in the annual rotation/mobility exercise are in principle not eligible and may only be considered in the interest of the service or in case of an application for a higher type of post (further on, "career progression").⁵ 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.

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

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 for which 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 for which the normal period of university education is at least three years.⁶
2. have gained at least 12 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;
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.

⁵ '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 "Administrators" in grade AD 8 with 2 years seniority in this grade, who are applying to a "Head of Unit or equivalent" type of post for the first time.

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 3.

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 CEOS⁷.

- 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, as well as the eligibility criteria for candidates from the national diplomatic services of Member States.

- Selection Criteria

The ideal candidate should:

- have the ability to maintain diplomatic relations and to ensure representation, communication and management in a complex, multicultural environment;
- have a demonstrated capacity to play a leading role in negotiations in the field of external relations, with third country national authorities, international organisations and EU Member States;
- have strong drafting, communication and analytical skills combined with sound political judgement;
- have excellent knowledge of the Vienna Convention on Diplomatic Relations; of external relations, internal policies and functioning of the Union; and a good knowledge of the EEAS;
- have proven professional experience with diplomatic protocol and the conduct of high-level meetings / ceremonies.

⁷ 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.

Furthermore:

- proven ability to build efficient networks across EU institutions, EU MS and diplomatic Missions;
- experience of working in an Embassy, a Delegation (or equivalent in an international organisation) would be an important 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. If the successful candidate has already successfully completed the required probationary period under Article 14 of the CEOS, a management trial period of the same duration will nevertheless be required to be completed in accordance with Article 44, second subparagraph of the SR, read in conjunction with Article 20(4) of the CEOS, and with Article 7 of the ADMIN(2024) 19 Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 22/07/2024 on middle management staff, where the successful candidate is assigned for the first time to a management post.

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\(2025\)42 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information of 20/11/2025](#) 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.

PROCEDURE⁸

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.

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 their membership of a 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 **19 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 6 of the 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, the pre-selection will be done by a panel appointed by the Director responsible for human resources. The panel shall review the eligibility of candidates and shall then establish a list of those eligible candidates who best meet the selection criteria on the basis of the requirements of the post as set out in this vacancy notice.

⁸ 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

3. Selection

The pre-selected candidates shall be invited to an interview by the panel. Based on the performance during the interview, the panel shall establish a shortlist of candidates. Candidates who have been shortlisted will be required to have their management and leadership skills evaluated at an assessment centre, unless they fall within one of the exemptions foreseen in Article 6(4) of the abovementioned Decision. Based on the performance during the interview and, when applicable, taking account of the Assessment Centre results, the panel will establish a final shortlist of candidates, which will be submitted to the AA/AACC for a final selection.

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: Ms Petra Gombalova, Head of Division for Policy Coordination,
petra.gombalova@eeas.europa.eu.

POST AVAILABLE: 1 September 2026



EEAS Vacancy Notice

Political officer, EU Delegation to the Republic of Moldova

Political, Press and Information Section

COST-FREE

AD level post

Job No 302421

We are:

The European External Action Service (EEAS) supports the High Representative in the exercise of his mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), of representing the EU and of chairing the Foreign Affairs Council. It also supports the High Representative in his capacity as Vice-President of the Commission regarding his responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

We propose:

The post of a "cost-free" Seconded National Expert on the position of Political officer in the EU Delegation to the Republic of Moldova in the Political, Press and Information Section (EUD PPI).

The successful candidate will join the Political, Press and Information Section of the EU Delegation in Chisinau, Moldova. Considering Russia's ongoing war of aggression against Ukraine and continued hybrid interference in the Republic of Moldova, the EU Delegation has an enhanced focus on supporting Moldova's overall resilience. Following the granting of candidate status to Moldova in June 2022, and the opening of accession negotiations in June 2024, the EU Delegation's work has been extended to support the Republic of Moldova on its EU accession path.

Functions and Duties:

Under the authority of the Head of Political, Press and Information Section, the Seconded National Expert is expected to perform the following tasks:

- Follow and analyse political and policy developments in the Republic of Moldova in the specific areas of assignment/expertise;
- Contribute to the assessments and reports related to the country's progress towards EU integration in the specific areas of assignment/expertise;
- Support coordination and synergy between EU and Member State efforts on democracy and reform in Moldova and provide insight and knowledge to the planning and preparation for EUDEL support to democracy, including media and civil society.
- Monitor and analyse democratic developments, with particular attention to fundamental freedoms, minority rights, and civil society space;
- Contribute, as necessary, to managing projects in the field of democracy and governance and/or through civil society organisations;
- Explain and defend European positions in meetings in the areas of competence;
- Prepare visits by EU representatives and officials, and accompany them as appropriate;
- Maintain close contact with relevant services within the EEAS, as well as with the Commission for the purpose of the assigned tasks;
- Maintain close working relations with EU Member States and other diplomatic missions, the EU Partnership Mission to Moldova and international organisations, liaise with relevant Moldovan institutions and counterparts, including civil society;
- Provide briefing notes, reports, assessments, analysis, draft policy decisions/suggestions in the area of competence;
- Fulfil other tasks in the political section, as designated by the Head of Section.

We are looking for:

The European External Action Service (EEAS) is seeking a dynamic, proactive and highly motivated colleague with strong analytical and networking skills to occupy the post of Seconded National Expert (SNE).

The candidate should have a good understanding of EU policy-making and decision-making processes, and an understanding of inter-institutional relations as well as 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 EU Delegation. He/she will have to work 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. Professional knowledge

- Have professional experience of at least 3 years, preferably in foreign affairs, security, defence, fundamental rights, rule of law, justice or EU enlargement;
- Have extensive knowledge of at least one of the above-mentioned policy areas, or related policy areas. Good working knowledge of the EU (institutional) environment and instruments in the area of external

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>

and security policy, fundamental rights, enlargement, EU neighborhood policy or related areas. Proven reporting and analysis capacity.

- Working experience in third countries or in an EU institution would be an asset.

B. Skills

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required.
- 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.

C. Languages

- A thorough knowledge (capacity to write and speak) in English is required. Knowledge of the local languages (Russian or Romanian) would be an asset.

D. Personal Qualities

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

Equal opportunities

- The EEAS is committed to an equal opportunities policy for all its staff and applicants. The EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.
- Candidates with disabilities are invited to contact SNE-Delegations@eeas.europa.eu in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure in equality of opportunities with other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1d.4 of the Staff Regulations.

Conditions of secondment

SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer.

Duration of the secondment: 1 or 2 years, renewable up to 4 years in total

Vacancy available from: Immediately

Place of secondment: Chisinau, Republic of Moldova

For further information, please contact:

SNE-Delegations@eeas.europa.eu

Vacancy notice 2026 - 096 HQ (AD) – Principal Adviser EP

**EEAS Vacancy Notice –
Principal Adviser for relations with the European Parliament**

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.

We propose:

The position of **Principal Adviser for relations with the European Parliament**.

Under the overall and administrative authority of the Secretary General of the EEAS, the Principal Adviser will be responsible for providing strategic guidance, analysis and advice to the EEAS senior management and the HRVP Cabinet on all institutional or policy-issues concerning the relations between the HRVP/EEAS and the European Parliament. The Principal Adviser will also contribute to the overall coordination of parliamentary affairs related activities in the EEAS.

In close coordination with SG.2 Division for Parliamentary Affairs, the Principal Adviser will represent, as appropriate, the EEAS and maintain relations with a network of contacts in the European Parliament (Members of Parliament, political groups, and the Secretariat General of the Parliament), Commission (SG, in particular) as well as Council Secretariat and Member States, notably the Presidency.

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.

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.

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

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. 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 at least 3 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.
4. 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 or;
- AD13, 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, applications from staff members currently serving in a Delegation and who are not in the annual rotation/ mobility exercise are in principle not eligible and may only be considered in the interest of

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

the service or in case of an application for a higher type of post (further on, "career progression").⁴ 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
 - 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.⁵
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

⁴ '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.

⁵ 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.

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 CEOS⁶.

- **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, as well as the eligibility criteria for candidates from the national diplomatic services of the member states.

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;
- 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 political 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.

⁶ 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

Furthermore:

- experience of working with the European Parliament;
- good knowledge of the EU Institutions
- 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.

PROCEDURE⁷

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.

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 **23rd of June at 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

The pre-selection will be done by a panel, 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 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. On the basis of a comparative assessment of their merits, the panel will

⁷ 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

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

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: Ms Belen MARTINEZ CARBONELL, Secretary-General, belen.martinez_carbonell@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 ‘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 14 July 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

EEAS Vacancy Notice

Seconded National Expert in the Policy Coordination Division (SG. COORD)

Policy Officer, PSC team

COST-FREE

AD level post

Job No 374820

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)/Common Security and Defence Policy (CSDP), 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.

Within the EEAS, the Policy Coordination Division (SG.COORD) 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.

As part of the SG.COORD Council team, the PSC (Political and Security Committee) Team contributes to the overall management and coordination of all matters within the PSC's mandate. The PSC Team supports the PSC Chair in organising the work of the PSC, ensuring smooth planning, conduct and follow-up of all PSC meetings, working closely with Member States, EEAS services (including Working Group Chairs), the Council Secretariat and the European Commission.

The PSC is the most senior Council Committee chaired by the EEAS (Art.38 TEU). The PSC Team is an interface between the EEAS and Member States, supporting the PSC Chair in setting the agendas, preparing PSC meetings and ensuring smooth follow-up, including swift reporting and links to discussions in other Council bodies.

We propose:

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

The successful candidate will join the PSC Team, which is part of the Council sector in SG.COORD. The Policy Officer will be responsible for dossiers handled in the PSC, and for process and coordination in the EEAS on all files concerning the PSC throughout different stages of their handling in the Council and its preparatory bodies.

Functions and Duties:

Under the guidance of the Head of Division, the Deputy Head of Division/Nicolaidis Chair and in close cooperation with the PSC Chair, the SNE is expected to perform the following tasks:

- Support the PSC Chair in the preparation and conduct of the PSC meetings, including liaising with EEAS departments, defining scope of the discussions, drafting briefing notes, advising on handling PSC conclusions, ensuring timely reporting;
- Contribute to the planning, including long-term, of the PSC agendas, including on the basis of consultations with relevant EEAS departments;
- In close coordination with the FAC Team of SG.COORD and Chairs of Working Groups, ensure smooth managing of files in the respective area of responsibility from working group level, through PSC, to COREPER and FAC;
- Contribute to the organisation of strategic discussions with external guests on broader topics of interest to the PSC;
- Contribute to the organisation of PSC working visits and participating in them, if required;
- Contribute to horizontal tasks within SG.COORD (e.g. clearance of draft COREUs, briefings and speeches for EEAS senior management).

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 as regards CFSP, including CSDP. Specific geographic and thematic areas of responsibility can be adjusted according to the successful candidate's expertise and interest.

The candidate will be working in a friendly and dynamic environment and contribute to the work of SG.COORD and the PSC. He/she will have to work 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. Professional knowledge

- Have a professional experience of at least 6 years, preferably in a Ministry for Foreign/European Affairs or in a coordinating position in EU affairs;
- Have extensive knowledge of EU institutions and related decision making processes, CFSP/CSDP, EU external action and related EU external policies (geographic and thematic);
- Experience in the work of the Council and its preparatory bodies, notably in a Permanent Representation or the EU Department in a Ministry of Foreign Affairs would be a strong asset;
- Further experience on work in the PSC or relevant experience on CFSP files, including multilateral issues and/or Asia, would be an asset.

B. Skills

- Have appropriate analytical and negotiation skills allowing good political judgment;
- Possess the necessary capabilities needed for the operation in a large team working under considerable pressure;
- 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;

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>

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 an asset.

D. Personal Qualities

- Dynamic, motivated and very resilient personality. Able to adapt quickly to new situations and deal with new challenges, delivering high quality under time pressure. 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: Immediately

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	2026-06-10 Nr. (76.2.5E)S76-589
Dokumento gavimo data ir dokumento gavimo registracijos numeris	2026-06-10 Nr. G-1527
Dokumento specifikacijos identifikavimo žymuo	ADOC-V1.0
Parašo paskirtis	Pasirašymas
Parašą sukūrusio asmens vardas, pavardė ir pareigos	Nerijus Aleksiejūnas, Ambasadorius
Sertifikatas išduotas	NERIJUS ALEKSIEJŪNAS LT
Parašo sukūrimo data ir laikas	2026-06-09 19:18:59 (GMT+03:00)
Parašo formatas	XAdES-X-L
Laiko žymoje nurodytas laikas	2026-06-09 19:19:14 (GMT+03:00)
Informacija apie sertifikavimo paslaugų teikėją	EID-SK 2016, AS Sertifitseerimiskeskus EE
Sertifikato galiojimo laikas	2024-07-08 21:23:09 – 2029-07-07 23:59:59
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, į.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, į.k.188774822 LT", sertifikatas galioja nuo 2025-05-16 11:31:08 iki 2028-05-15 11:31:08
Pagrindinio dokumento priedų skaičius	17
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 (2026-06-11 15:05:58)
Paieškos nuoroda	–
Papildomi metaduomenys	Nuorašą suformavo 2026-06-11 15:05:59 DBSIS