

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 (SNEs) for secondment to the POL.EURCA.EAST.1- Ukraine 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 profiles 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 26 February 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: B. Tavaresa, Head of Division, POL.EURCA.EAST.1
M. Wytrykowska, Deputy Head of Division, POL.EURCA.EAST.1
U. Hauer, Head of Division, RM.BHR.3
C. Osti, Head of Sector, RM.BHR.3

SERVICE EUROPÉEN POUR L'ACTION EXTÉRIEURE



DG Ressources
La Directrice générale

Bruxelles,
SEAE.DG RM.BHR.3/anv

Aux Représentants permanents
des Etats membres auprès de l'Union européenne

Mesdames et Messieurs les Ambassadeurs,

J'ai l'honneur de vous informer que nous cherchons un expert national (END) pour un détachement «sans frais» auprès de la POL.EURCA.EAST.1- Ukraine, au titre de la décision de la Haute Représentante du SEAE du 04.02.2014 fixant le régime applicable aux END¹.

Vous trouverez, en annexe, les profils que je vous serais obligée de bien vouloir transmettre aux différents Ministères compétents afin de générer des candidatures adéquates.

Les Représentations permanentes sont priées d'envoyer ces candidatures exclusivement à la Division SEAE.RM.BHR.3 «Sélection et recrutement du personnel» par email : SNE-HQ@eeas.europa.eu.

Les candidats doivent rédiger **un CV et une lettre de motivation** en anglais ou français, en format PDF ou Word, selon le modèle européen qu'ils pourront trouver à l'adresse suivante : <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>.

Seules les candidatures nous parvenant pour le **26 février 2026 à midi** (heure de Bruxelles) seront traitées et considérées comme répondant à l'avis de vacance.

Ces candidatures seront examinées par mes services, qui organiseront les entretiens dès que possible.

Veuillez noter que la délivrance d'un certificat d'habilitation au secret (niveau minimum SECRET UE/EU SECRET) est une condition préalable pour être affecté comme END au SEAE.

¹ Décision de la Haute Représentante du 04.02.2014 fixant le régime applicable aux Experts nationaux détachés auprès du Service européen pour l'Action extérieure

Je voudrais vous demander d'attirer l'attention des différents Ministères et services concernés sur le respect des règles de protection des données à caractère personnel et les informer que le SEAE de son côté met en œuvre les dispositions du Règlement (UE) 2018/1725 du Parlement européen et du Conseil.

Les éventuels candidats devraient être informés que leur CV sera diffusé aux services du SEAE impliqués dans leur sélection et la gestion de leur détachement, ainsi qu'à la Division concernée.

Je vous remercie de votre collaboration et vous prie de croire, Mesdames et Messieurs les Ambassadeurs, à l'assurance de ma haute considération.

[e-signed]

Kristin de PEYRON

Annexe : – Description du poste

Cc : B. Tavaresa, Chef de Division, POL.EURCA.EAST.1
M. Wytrykowska, Cheffe de Division adjointe, POL.EURCA.EAST.1
U.Hauer, Cheffe de division, SEAE.RM.BHR.3
C. Osti, Cheffe de Secteur, SEAE.RM.BHR.3

EEAS Vacancy Notice

Seconded National Expert in the Managing Directorate for Europe and Central Asia (POL.EURCA)

Policy Officer, Ukraine Division (EURCA.EAST.1)

COST-FREE

AD level post

Job No 439457

We are:

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

We propose:

The post of a “cost-free” Seconded National Expert / desk for Ukraine.

The successful candidate will join the Ukraine Division in the Managing Directorate for Europe and Central Asia.

Functions and Duties:

Under the authority of the Head of Division, the successful candidate will:

- Monitor and analyse the developments in Ukraine (political, security, social and economic); follow-up as appropriate;
- Contribute to the development and implementation of EU policies towards Ukraine, including in the context of the implementation of the EU-Ukraine Association Agreement and in the context of EU's response to Russia's war of aggression;
- Coordinate, organise and maintain relations with other divisions and departments within the EEAS, the EU Delegation in Kyiv, Ukrainian authorities, Member States, EU institutions as well as with civil society, business and/or other actors;
- Prepare briefings, speeches, statements, lines to take and drafting strategy papers, and contribute to the preparation of high level visits, as required;
- Participate in relevant Council working groups, European Parliament, and other relevant meetings.

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. 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 5 years, preferably in a Ministry of Foreign Affairs or International organisations.

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>

- Have good working knowledge of the EU (institutional) environment and instruments in the area of external and security policy.
- Experience of, including previous postings in Ukraine or the region, is 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 the ability to adapt quickly to new situations and handle new challenges.
- Have solid analytical capability with capacity to rapidly identify issues and solutions.
- Have excellent reporting and drafting skills.

C. Languages

- A thorough knowledge (capacity to write and speak) in French and English is required.
- Knowledge of Ukrainian or Russian is a strong asset.

D. Personal Qualities

- Flexibility, dynamism and motivation.

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

