



LIETUVOS NUOLATINĖ ATSTOVYBĖ EUROPOS SĄJUNGOJE

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

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

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

2026-06-

Nr. (76.2.5E) S76-

DĖL NAUJŲ DARBO SKELBIMŲ PERSIUNTIMO

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

PRIDEDAMA: 52 lapai.

Ambasadorius,
Lietuvos nuolatinis atstovas Europos Sąjungoje

Nerijus Aleksiejūnas

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 GII.GLOBAL.GI.3 - Green Transition Division, pursuant to the Decision of the High Representative of 4 February 2014 establishing the rules applicable to SNEs¹.

I would be grateful 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 23 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 this post.

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.Scholl, Head of Division, GII.GLOBAL.GI.3
U. Hauer, Head of Division, RM.BHR.3
C. Osti, Head of Sector, RM.BHR.3

EUROPEAN EXTERNAL ACTION SERVICE



DG Resource Management
The Director-General

Brussels,
EEAS.DG RM.BHR.3

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 'co-financed' National Expert for secondment to the European External Action Service (EEAS), see vacancy notice enclosed, within the framework of the 04/02/2014 Decision of the High Representative and, more particularly, its Article 16.

This National Expert will be seconded to the Managing Directorate Civilian Operations Headquarters (DSG-DEF.MD-CIVOPSHQ).

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

Applications should be sent by your Permanent Representation only by email to the Division EEAS.RM.BHR.3 'Selection and Recruitment' at the following address: SNE-CSDP@eeas.europa.eu, and not directly to DSG-DEF.MD-CIVOPSHQ Directorate.

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 **13 July 2026** will be considered for this call for applications.

My services will examine the applications and organise the selection interviews as soon as possible.

Please note that the possession of a security clearance (minimum level EU SECRET/SECRET UE) is required for this post.

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.

Thank you very much for your cooperation.

Yours faithfully,

Kristin de PEYRON
<e-signed>

Encl.: - Decision of the High Representative of 04/02/2014;
 - Vacancy notice

Cc: S. Tomat, Managing Director MD-CIVOPSHQ

Vacancy notice 2026- 102 HQ (AD) – Director-General for Resource Management

EEAS Vacancy Notice – Director General for Resource Management

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.

The mission of the Directorate General for Resource Management is to support the functioning and the development of the EEAS, in Headquarters and in the EU Delegations, by providing appropriate financial and human resources, logistic infrastructure and an effective security regime.

Its overall objective is to respond to the EEAS' evolving needs and to ensure that the Service is in the best possible condition to fulfil its political priorities within the available resources.

We propose:

The position of Director General for Resource Management

Working under the authority of the High Representative through the EEAS Secretary General, the Director General shall be responsible for the administrative and internal budgetary management of the EEAS, including the Union Delegations. The Director General will act as Principal Authorising Officer for the implementation of the budget of the EEAS, following a sub-delegation from the Secretary General. S/he will manage all human resources issues, as well as security, finance and corporate support. S/he provides strategic direction on these issues, ensuring effective co-ordination between the concerned departments in Headquarters, as well as with the Union Delegations, maintaining high-level communication with key stakeholders including in particular in the European Commission and the Member States.

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.

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 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.

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.

- **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.

Selection Criteria

- 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 Member States, other EU institutions, third states and international organisations;
- have an excellent knowledge of the functioning of the Union and its external and internal 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);
- have a strong capacity for strategic thinking, developing policy concepts and prioritising, combined with the ability to formulate effective strategies to communicate those policies; and
- have strong communication and analytical skills combined with sound judgment.

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: 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 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.

PROCEDURE⁷

The selection procedure will take place, pursuant to Article 4 and 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 **13 July 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. Based on the performance during the interview, the panel shall establish a shortlist of candidates. Shortlisted candidates, who are not occupying or have not occupied a post corresponding to the type of post "Director" in the EU Institutions will be required to have their management and leadership skills evaluated at an assessment centre, in line with the conditions laid out in Article 3 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. Based on the performance during the interview and, when applicable, taking account of the Assessment Centre results, the CCA will establish a final shortlist of candidates which will be submitted 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: Belén MARTÍNEZ CARBONELL, Secretary-General of the EEAS
belen.martinez-carbonell@eeas.europa.eu

POST AVAILABLE: 1 October 2026

Vacancy notice 2026- 105 HQ (AD) – Managing Director for Peace Security and Defence

EEAS Vacancy Notice – Managing Director 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.

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 Managing Directorate for Peace Security and Defence is engaged in fostering and strengthening the EU's role as a global security actor. The instruments we apply and policies we both formulate and implement seek to promote peace and security and to deliver on the EU's ambition in defence. We engage in the entire conflict cycle, from prevention and mediation to counterterrorism and from crisis management to defence, stabilisation and early reconstruction.

MD PSD is developing policies and concrete actions to underpin and translate ambitions from Member States and expectations from partners into practice. Enabling common EU action through unity is at the essence of the MD PSD's work.

We propose:

The position of **Managing Director for Peace Security and Defence**.

Working under the authority of the Deputy Secretary General for Peace Security and Defence, the Managing Director will:

- Support the High Representative and the EEAS Secretary General in the implementation of the EU's security and defence policy, in close coordination with the EU Military Staff, the EU Military Committee and INTCEN, other EU institutions, including the European Defence Agency and the EU Satellite Centre, EU Delegations, and EU Member States;
- Define the political and strategic orientation to be followed in all aspects of European security and defence policy, including the European Peace Facility as well as various policy domains ranging from maritime security, space, hybrid/cyber and counterterrorism, to disarmament, nuclear non-proliferation and peace and conflict mediation as well as defence cooperation among Member States;
- Provide guidance and drive forward, in close coordination with the European Commission (DG DEFIS and COM SG) the EU's defence readiness agenda and all relevant programmes on defence cooperation amongst Member States. For this, coordinate closely with NATO;

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.

- Give strategic direction and concrete guidance for the establishment as well as strategic review of all civilian and military EU missions and operations.
- Establish or deepen bilateral and multilateral (security and defence) political contacts as well as conduct negotiations and the setting up of security and defence dialogues as well as partnerships with countries across the globe;
- Closely cooperate and deepen multilateral (security and defence) political contacts with NATO and the United Nations as well as other international organisations and NGOs;
- Conceptualise and prepare the Foreign Affairs Council in Defence format (FAC-D), as well as the meetings of EU Defence Policy Directors and relevant security and defence aspects of the European Council;
- Manage the Department within the framework of the annual work programme;
- Supervise the programming of the various forms of cooperation, in close coordination with DGs DEFIS, INTPA and ENEST, FPI and other relevant DGs (DG CNECT, MOVE, MARE etc);
- Manage a department of approximately 260 staff members, including the European Security and Defence College.
- Be responsible for the Department's administrative, human resource and budgetary management.

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.

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; members of other national administrations of the member states may also express interest as per the specific eligibility criteria.

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

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

2. have the capacity to work in the languages of the CFSP and external relations (English and French), necessary for the performance of their duties. Knowledge of other EU languages would also be an asset;
3. have 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.

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.

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,

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 '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 "Directors" in grade AD 14 with 2 years seniority in this grade, who are applying to a "Director General" type of post for the first time.

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**

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.

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.

- **Possibility for staff members of other national services to express their interest for the post**

In case no suitable candidate is found among the candidates being EU officials, coming from the national diplomatic services of the Member States, or being temporary agents to whom Article 2(e) of the CEOS applies, the selection procedure for this post carried out on the basis of Article 29(1) and/or Article 98(1), first subparagraph, of the SR would be deemed unsuccessful. In such situation, profiles of staff members coming

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.

from public national administrations of the Member States other than national diplomatic services may be exceptionally considered by the Authority Authorised to Conclude Contracts of Employment.

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

These candidates should meet all the general eligibility criteria, as set out above. In addition:

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

Selection Criteria

- have an established track record of leading and shaping international organisations in an international context or in a diplomatic service, including proven experience in security and defence policy;
- have an excellent ability to maintain diplomatic relations at a senior level and to ensure representation, communication and management in a complex, multicultural environment, including with the military;
- have an excellent capacity to play a lead role in negotiations in the fields of public administration and external relations, especially in security and defence, with Member States, other EU institutions, third states and international organisations;
- have an excellent knowledge of the functioning of the Union and its external and internal 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, the Military, other EU institutions, third countries, international organisations and NGOs);
- have a strong capacity for strategic thinking, developing policy concepts and prioritising, combined with the ability to formulate effective strategies to communicate those policies; and
- have strong communication and analytical skills combined with sound judgment.
- be available for frequent travel, including to crisis countries.

Experience of working in a Delegation/Embassy or equivalent in an international organisation would be an asset, especially at NATO.

Experience of working in a civilian or military mission or operation 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: 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 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 Article 4 and 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.

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 **13 July 2026 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

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. Based on the performance during the interview, the panel shall establish a shortlist of candidates. Shortlisted candidates, who are not occupying or have not occupied a post corresponding to the type of post "Director" in the EU Institutions will be required to have their management and leadership skills evaluated at an assessment centre, in line with the conditions laid out in Article 3 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. Based on the performance during the interview and, when applicable, taking account of the Assessment Centre results, the CCA will establish a final shortlist of candidates which will be submitted to the High Representative, who,

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

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: Mr. Chales FRIES, Deputy Secretary General for Peace Security and Defence.
charles.fries@eeas.europa.eu

POST AVAILABLE: 16 October 2026

Vacancy notice 2026- 104 HQ (AD) – Managing Director EURCA

EEAS Vacancy Notice – Managing Director for Europe and Central Asia

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 **Managing Director for Europe and Central Asia**.

Working under the authority of the Deputy Secretary General for Political Affairs, Political Director, the Managing Director will:

- Support the High Representative and the EEAS Secretary General in the implementation of the EU's foreign policy towards the countries of Europe and Central Asia, as well as regional and multilateral cooperation structures, in close coordination with EU Delegations, other EU institutions, relevant EU Special Representatives and CSDP missions, as well as with EU Member States;
- Define the political and strategic orientation to be followed in bilateral and multilateral political contacts as well as in negotiations and the setting up of agreements with the countries of Europe and Central Asia;
- Develop and maintain EU relations with countries in the region of Europe and Central Asia, in a wide range of areas, including political, social, economic, environmental, technological and cultural;
- Manage the Department within the framework of the annual work programme;
- Supervise the programming of the various forms of cooperation, in close coordination with the Commission (notably DG ENEST, DG INTPA);
- Manage a department of approximately 690 staff members, responsible for relations with 28 countries and territories, and provide guidance to more than 23 Delegations and offices.
- Be responsible for the Department's administrative, human resource and budgetary management including oversight of all EU Delegations in the Europe and Central Asia region.

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.

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.

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

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

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

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.

- 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.

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.**

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

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 "Directors" in grade AD 14 with 2 years seniority in this grade, who are applying to a "Director General" 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.

- 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.

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.

Selection Criteria

- 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 Member States, other EU institutions, third country states and international organisations;
- have an excellent knowledge of the functioning of the Union and its external and internal 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);
- have a strong capacity for strategic thinking, developing policy concepts and prioritising, combined with the ability to formulate effective strategies to communicate those policies; and
- have strong communication and analytical skills combined with sound judgment.

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

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.

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: 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 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 Article 4 and 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.

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 **13 July 2026 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

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. Based on the performance during the interview, the panel shall establish a shortlist of candidates. Shortlisted candidates, who are not occupying or have not occupied a post corresponding to the type of post "Director" in the EU Institutions will be required to have their management and leadership skills evaluated at an assessment centre, in line with the conditions laid out in Article 3 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. Based on the performance during the interview and, when applicable, taking account of the Assessment Centre results, the CCA will establish a final shortlist of candidates which will be submitted to the High Representative, who,

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

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: Mr Olof SKOOG, Deputy Secretary General for Political Affairs, Political Director.
olof.skoog@eeas.europa.eu

POST AVAILABLE: 1 September 2026

EEAS Vacancy Notice

Seconded National Expert in the Directorate for Global Issues (GII.GLOBAL.GI)

Policy Officer – energy diplomacy, Green Transition Division (GII.GLOBAL.GI.3)

COST-FREE

AD level post

Job No 380472

We are:

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

We propose:

The post of a “cost-free” Seconded National Expert on the position of policy officer for energy diplomacy in the Green Transition Division (GII.GLOBAL.3).

The successful candidate will join the Green Transition Division within the Directorate for Global Issues, which ensures that the EU's foreign and security policy tackles pressing global challenges related to energy, climate and environment, including their geopolitical impact and in relations with partners, in both bilateral and multilateral settings. The Division is the focal point within the EEAS for policymaking and guidance on the external dimension of energy, climate and environment policy. Our overriding objective is to improve the integration of these aspects into the EU's relations with countries, regions and multilateral bodies worldwide.

Functions and Duties:

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

- Provide analysis and political advice on the formulation and implementation of the external dimension of EU energy policy, notably the energy transition, energy efficiency and energy security;
- Contribute to diplomatic outreach to third countries and international organisations to promote the global energy transition at bilateral and multilateral level;
- Follow up to and operationalise Foreign Affairs Council's Conclusions on Energy and Climate Diplomacy;
- Work towards strengthening coordination with other EU institutions as well as with third country partners, multilateral organisations and other stakeholders, including industry and civil society;
- Liaise with other EEAS departments and Commission services on matters related to energy policy and the energy transition.

- Prepare policy papers, speeches and briefings for the High Representative/Vice President, EEAS management, European Commission, etc.
- Participate in inter-services processes for the EEAS, in EU Council work (Energy Working Party and other relevant formats).

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 Green Transition Division. 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 University diploma in law, political science, economy, business administration or any other related issue.
-
- Have a professional experience of at least 3 years, preferably in a Member State Ministry or international organisation.
- Have extensive knowledge of energy policy in Member States or international organizations. Good working knowledge of the EU (institutional) environment and instruments in the area of external and security policy. Proven reporting and analysis capacity.

B. Skills

- Have the capacity to work under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required.
- Have the ability to work in a team, 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. Operational knowledge of French would be an asset.

D. Personal Qualities

- Be dynamic, motivated and flexible. 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-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, estimated at approximately EUR 18,000 per year and per child) 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 2026/073 – HQ (AD) Chair of the Council Working Parties on the Mashrek-Maghreb (MAMA) and the Middle East/Gulf (MOG)

**Type of post “Head of Unit or equivalent”
Job no. 178257**

**Eligibility grade for EU officials and current temporary agents under Article 2(e)
of the CEOS: AD 9 – AD 14. Grade of recruitment for candidates from the
Member States¹: AD 11**

WE ARE

The European External Action Service (EEAS) is the European Union’s diplomatic service. Since 2011, the EEAS carries out the EU’s Common Foreign and Security Policy (CFSP) to promote peace, prosperity, security, and the interests of the EU across the globe. It brings together European civil servants, diplomats from EU Member States, national experts and local staff worldwide.

The EEAS supports the High Representative in the exercise of her mandate to steer the Union’s CFSP, including the Common Security and Defence Policy (CSDP), to represent the EU on issues relating to the CFSP and to chair the Foreign Affairs Council. It also supports her as Vice-President of the Commission with regard to her responsibilities within the Commission, including the coordination of other aspects of the EU’s external action. The EEAS works in close cooperation with the EU Member States, the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

The EEAS Headquarters are in Brussels. It is also responsible for the management of the network of 145 Union Delegations and Offices worldwide. These Diplomatic Representations play a vital role in representing the EU in the country where they are based, in promoting the values and interests of the EU, and in building networks and partnerships. They are responsible for all policy areas of the relationship between the EU and the host country/organisation.

The Middle East and North Africa Department supports the High Representative in defining and implementing the EU policy in the region.

WE PROPOSE

The post of **Chair of the Council Working Parties on the Mashrek-Maghreb (MAMA) and the Middle East/Gulf (MOG)**.

Under the authority of the Managing Director, the successful candidate will ensure the smooth running of the MAMA and MOG Working Parties in accordance with the Council rules of procedure and the Parties’ mandates. MAMA is the Council Working Party

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.

responsible for EU relations with Morocco, Algeria, Tunisia, Libya, Egypt, Israel, Palestine, Jordan, Lebanon, Syria as well as the Middle East Peace Process, the Western Sahara issue, the Union for the Mediterranean, the European Neighbourhood Policy in the South and relations with the Arab League. MOG is the Council Working Party responsible for EU relations with Bahrain, Iran, Iraq, Kuwait, Oman, Qatar, Saudi Arabia, the United Arab Emirates, Yemen and the relations with the Gulf Cooperation Council and the Organisation of the Islamic Conference.

In these areas, the MAMA and MOG Working Parties prepare discussions, declarations, conclusions and decisions at higher level (PSC, Coreper, Foreign Affairs Council), contribute to the definition of EU policies, strategies and positions and monitor their implementation. MAMA and MOG are important fora for sharing information between the Member States and assessing developments in their area of responsibility. The Chair of the MAMA and MOG Working parties has responsibility for the good management of the Working Parties' work and for facilitating consensus between Member States' positions.

The successful candidate will be an integral part of the Middle East and North Africa Directorate (MD MENA), under the authority of the Managing Director. She/he will also work under the guidance of the Chair of the Political and Security Committee (PSC) as concerns the planning, processing and substance of dossiers going through the PSC and COREPER/Foreign Affairs Council.

The successful candidate will work in full coordination and in close cooperation with all colleagues in the six Divisions of the Directorate as well as with other relevant departments, the EU Delegations and institutions, as required.

The position involves maintaining close and effective relations with EU Member States representatives and regular contacts with representatives from civil society, business and other stakeholders.

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

In case of selection for the post, EU officials at AD 9 – AD 14 shall retain their current grade. EU officials at AD 8 will be promoted to grade AD 9.

If selected for the post, candidates from the national diplomatic services of the Member States) will be recruited at grade AD 11.

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 national diplomatic services of the Member States shall retain their current grade in case of selection for the post. If their grade is below the one set for candidates from the national diplomatic services of the Member States, they will be reclassified at grade AD 11.

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

PLACE and DATE OF EMPLOYMENT

EEAS Headquarters, Brussels, Belgium

Post available: 1 September 2026

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.

LEGAL BASIS FOR RECRUITMENT TO THIS POSITION

The successful candidate for this position will be:

- appointed in accordance with Article 29(1)(a) or Article 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 Criteria⁴

- General

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

1. Be an EU official, a temporary agent to whom Article 2(e) of the CEOS applies or a member of staff from the national diplomatic service of a Member State.
2. Have the capacity to work in the languages of the CFSP and external relations (English and French);
3. Have at least 6 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 9 – AD 14 or have occupied such a post before their change in administrative status in accordance with Article 35 of the SR. EU officials and Temporary Agents at AD 8 are eligible to apply if they have at least 2 years seniority in that grade.
2. Due to the need to ensure sound financial management of the limited financial resources and given the fact that the assignment of a staff member to a Delegation has important budgetary and business continuity implications, candidates currently serving in a Delegation will be eligible only if the deadline for applications is less than six months from the end of their current posting. Other applications may only be considered in the interest of the service.
3. Due to the need to ensure business continuity, applications from candidates who have less than two years in their current post in Headquarters at the date of their application are not eligible. Their application may only be considered in the interest of the service.

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

4. Candidates who, at the time of the application, are EU officials, independently of their administrative status under Article 35 of the SR, cannot request to be recruited as temporary agents. In the case of applications from EU officials on leave for personal grounds, successful candidates will be reinstated into active employment within the meaning of Article 35(a) of the SR.
5. Candidates who, at the time of the application, are temporary agents to whom Article 2(e) of the CEOS applies must be in a position to serve the full duration of the assignment before reaching the age of retirement foreseen under Article 52(a) of the SR, applicable to temporary agents by virtue of Article 47(a) of the CEOS.
6. Candidates who, at the time of the application, are temporary agents to whom Article 2(e) of the CEOS applies, must provide a **new certificate** issued by their Ministry of Foreign Affairs⁵ (hereafter, the "MFA") containing the same elements as requested for candidates from the Member States (see specific eligibility criteria for candidates from the Member States).
7. Candidates who, at the time of their application, are temporary agents to whom Article 2(e) of the CEOS applies, must also fulfil the general eligibility criteria, as well as the specific eligibility criteria for candidates from the Member States.

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

In line with Article 12 of the CEOS and in accordance with the needs of the service, candidates from 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 years⁶.
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.

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

3. The candidates shall provide a certificate issued by the national diplomatic service/MFA of their Member State of origin⁷, which contains at least the following elements:
 - the post for which the candidate applies;
 - confirmation that the candidate is a staff member in active service in their national diplomatic service at the time of the application, either as a government official/civil servant or under a permanent employment relationship with the MFA; or that they have the same status/employment relationship at another national administration of their Member State and are on formal secondment to their MFA or an entity placed under the authority of the MFA such as an embassy, a permanent representation or a mission of the Member State accredited to an international organisation;

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

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

⁷ See corresponding certificate annexed to the present vacancy notice

- 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 CEOS⁸.

Selection Criteria:

Candidates should have:

- an excellent ability to maintain diplomatic relations and to ensure representation, communication and management in a complex, multicultural environment;
- an excellent capacity to lead negotiations and to create constructive working relations with national authorities, international organisations and EU Member States;
- a proven capacity to synthesise, forge compromises and lead colleagues towards operational conclusions;
- excellent knowledge of external relations, internal policies and functioning of the Union;
- experience and knowledge of CFSP and CSDP-related issues;
- knowledge and/or proven experience on key areas of the work of the MAMA and MOG Working Parties;
- strong drafting, communication and analytical skills combined with sound judgement;
- Interpersonal skills and capacity for effective teamwork and close cooperation with hierarchy;
- ability to coordinate and work collaboratively with other divisions in HQ and delegations as well as with other EU institutions, particularly European Commission services;
- an excellent command of English and French.

Furthermore:

- experience of working in an embassy, a delegation (or equivalent in an international organisation), in particular in the MENA region;
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience of working in Council Working Parties

would be considered assets.

⁸ 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.

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 Mobility exercise at Headquarters (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.

CONDITIONS OF RECRUITMENT AND EMPLOYMENT

CONFLICT OF INTEREST AND SECURITY RISKS

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

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

MEDICAL CLEARANCE

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

PERSONNEL SECURITY CLEARANCE

The requested level of security clearance for this post is: SECRET UE/EU SECRET. A description of the EU classified information levels is available under Article 2 of Annex A of the [Decision ADMIN\(2023\) 18 on the security rules of the EEAS](#)⁹.

A valid Personnel Security Clearance (hereafter, the "PSC")¹⁰ allowing access to classified information, issued by the competent national authority in accordance with national laws and regulations, is mandatory at the moment of application in order to enter the selection process.

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

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

In case of failure to obtain or renew the required PSC, the AACC may take the appropriate measures in accordance with Article 7 of the [Decision ADMIN\(2025\) 42 on Implementing](#)

⁹ OJ C 263, 26 July 2023, p.16.

¹⁰ 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'."

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-HQ-APPLICATIONS-AD@eeas.europa.eu. Your request will be treated in strict confidence and no record will be kept. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Article 1(d)(4) of the SR.

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

APPLICATION AND SELECTION PROCEDURE¹¹

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

1. Application

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

Candidates must apply through the online system:

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

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

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

¹¹ Your personal data will be processed in accordance with Regulation (EC) 2018/1725. The privacy statement is available on the EEAS Intranet: https://www.eeas.europa.eu/eeas/eeas-privacy-statement-data-protection-notice-purpose-processing-personal-data-related-recruitment-0_en

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.

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 **15 July 2026 at 12:00** (CET - Brussels' time). Please note that the only way to submit an application is using the online system.

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

Late or incomplete applications will not be accepted.

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

2. Pre-selection

The pre-selection will be done by a panel on the basis of the qualifications and the professional experience described in the CV and motivation letter.

3. Selection

The pre-selected candidates who best meet the selection criteria will be invited for an interview so that the selection panel can evaluate them objectively and impartially on the basis of their qualifications, professional experience and linguistic skills, as listed in the present vacancy notice. The selection panel will recommend a shortlist of candidates to the Appointing Authority/Authority Authorised to Conclude Contracts of Employment (hereinafter, the "AACC") that will make the final selection. If appropriate, the relevant Director, Managing Director or other senior manager of the recruiting division may conduct confirmatory interviews, prior to the final selection by the Appointing Authority/AACC.

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

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

CONTACT:

Rosamaria GILI, Director/Deputy Managing Director ☎ +32 2 584 2880 Email: Rosamaria.Gili@eeas.europa.eu
--

ANNEX I

CERTIFICATE OF ADMINISTRATIVE STATUS, ENDORSEMENT AND REINSTATEMENT¹

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

It is certified herewith that for the purposes of the application for the post(s) of *Click or tap here to enter text.*, Mr/Ms *Click or tap here to enter text.* is employed on a permanent basis by the national diplomatic service² of *insert Member State* and is in active service on the date of signature of the present certificate.

The Ministry of Foreign Affairs³ of *insert Member State* endorses the application of Mr/Ms *Click or tap here to enter text.* for the above post(s).

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

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

² Candidates having a permanent employment relationship with a government ministry of their Member State, other than the Ministry of Foreign Affairs or equivalent, and who, at the time of their application, are on formal secondment to their Member State's MFA or an entity placed under the authority of the MFA (such as a Permanent representation or a mission of the Member State accredited to an international organisation) may also be considered as member of the national diplomatic service of that Member state.

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

ANNEX II

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	
Current and former EU nationality/nationalities:	
Current and former non-EU nationality/nationalities:	
Current employer:	
Spouse/partner's EU nationality/nationalities:	

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

Position applied for:

.....

Job number:

.....

Directorate/Division:

.....

In your opinion, do you have any personal interest, in particular a family or financial interest, or do you represent any other interests of third parties which could actually or potentially impair your independence in the course of your duties in the specific vacancy at the EEAS and which may thus lead to any actual or potential conflict of interest relevant to that position?

YES ☐ NO ☐

If yes, please detail:

--

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

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

Date and signature:

**PLEASE FILL IN, PRINT, SIGN AND SCAN
TO BE UPLOADED IN E-APPLICATION ("ATTACHED DOCUMENTS" TAB, Conflicts
of Interest).**

EEAS Vacancy Notice

Seconded National Expert in the Civilian Operations Headquarters (DSG-DEF.MD-CIVOPSHQ)

Human Resources Data and Workforce Analytics & Reporting Officer in the Personnel Division, CivOpsHQ.3

CO-FINANCED

AD level post

Job No 471428

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 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, the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

The Civilian Operations Headquarters (DSG-DEF.MD-CIVOPSHQ) is the permanent structure supporting the Civilian Operations Commander. The Civilian Operations Commander is the overall commander at the strategic level of currently 14 civilian CSDP crisis management missions and provides strategic guidance and direction to the Heads of Mission. The Civilian Operations Commander reports directly to the High Representative for Foreign Affairs and Security Policy and through her to the Council of the EU. Under the political control and strategic direction of the Political and Security Committee and the overall authority of the High Representative, the Civilian Operations Commander ensures the effective planning and conduct of civilian CSDP crisis management operations, as well as the proper implementation of all mission-related tasks.

The Personnel Division (DMD.CivOpsHQ.3) is responsible for supporting on behalf of the Commander civilian CSDP missions in all matters related to Human Resources (HR), providing guidance, organising selection and recruitment and developing horizontal HR policies. The Division is composed of three sections: SEC.1 HR Policies, SEC.2 Selection and Recruitment, SEC. 3 Capacity Generation and Personnel Development.

We propose:

The post of a Seconded National Expert/Human Resources Expert in the Personnel Division, CivOpsHQ.3. The post is co-financed by the EEAS (daily and monthly allowances) and by the EU MS (salary, social security and insurance).

The successful candidate will join the Capacity Generation and Personnel Development sector of the aforementioned division. The sector is mainly responsible for the interaction with and support to EU Member States regarding the generation of staff for the civilian CSDP Missions, horizontal issues related to human resources, statistics and the business management of the electronic recruitment.

Functions and Duties:

Under the direct supervision of the Head of Sector, and the ultimate authority of the Head of the Division, the Seconded National Expert/Human Resources is expected to perform the following tasks:

- Responsible for data collection, organisation and analysis of HR statistics. Carry out analysis of figures and data on mission personnel, obtained from the establishing reporting system;
- Manage databases/excel files/lists of civilian CSDP Missions personnel;

- Modernise the reporting to EU Member States on human resources statistics in civilian CSDP missions, including the Annual Civilian CSDP HR Report and the Bimonthly report.
- Contribute to briefings, under Head of Sector validation, for the CivOpsHQ Commander—alongside other managers—on civilian staff data and CSDP-related issues, particularly when engaging with Member State representatives or seconding agencies.
- Act as a Point of Contact for civilian CSDP Missions' statistics on staff;
- Contribute to setting up and delivering trainings on human resources to CSDP Mission staff, CivOpsHQ staff and Member states representatives. In particular, support the implementation of trainings for seconding authorities on civilian CSDP selection and recruitment procedures;
- Contribute to the development of specific requirements, job descriptions and vacancy announcements for civilian CSDP Missions,
- Participate in civilian CSDP Missions' staff selection procedures and support the civilian CSDP Missions in the field of human resources;
- Assist and provide advice, as required, on human resources matters related to civilian CSDP Missions;
- Contribute to relevant Council Working Groups and thematic working groups in the discussions concerning EU civilian CSDP Missions, when required by the Head of Division and / or Head of Sector;
- Focal point for implementation of Human Resources policies, procedures, instruments and concepts in the Section's responsibility.
- Undertake other tasks as directed by the Head of Division and / or Head of Sector.

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 experience in the areas of responsibility. 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 Union¹ or, where justified in the interests of the service, professional training of an equivalent level.²;

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>

- 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 she/he will, at all times, support the objectives and 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. Qualifications and experience required:

- Have a University degree that is relevant for the post;
- Equivalent military/police education in the aforementioned fields can be considered as appropriate;
- Have minimum of three years of broad professional experience in data analysis and statistics; data and database management, Human Resources Information Systems (HRIS), or data visualisation tools (e.g., Power BI, Tableau);
- Have a good understanding of the role of the EEAS as a diplomatic actor as well as a good understanding of the main objectives and principles of the EU's Common Foreign and Security Policy (CFSP)
- Have a good understanding of EU Common Security and Defence Policy (CSDP) decision making processes;
- A past experience within an EU CSDP mission would be an asset;
- Skills in word processing, spreadsheets and presentation software, especially MS Excel. Knowledge of database software such as PowerBI would be an asset.

B. Skills required:

- Strong organisational skills, sense of initiative and ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Excellent interpersonal skills;
- Ability to work and communicate in interdisciplinary and intercultural teams;
- Excellent analytical capability as well as excellent drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions;

C. Languages:

- Fully fluent in written and spoken English. Knowledge of French would be an asset.

D. Personal qualities:

- Be a motivated and flexible team player;
- Ability to adapt quickly to new situations and deal with new challenges;
- Ability to maintain the highest standards of personal integrity, impartiality and selfdiscipline.

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-CSDP@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 1(d) (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. The EEAS will provide for the allowances in order to contribute to cover the SNE's living expenses in the place of secondment on a flat-rate basis. These allowances shall not be construed as remuneration paid by the EEAS.

Duration of the secondment: Initial period up to two years, renewable up to 4 years

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 travels take up duties/end of secondment on a flat-rate basis (if not paid by the employer).

The EEAS will cover:

- costs of professional travels (missions) incurred by the SNE posted in 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 an [European School Type I](#))^[5] 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.

Vacancy available from: 1 September 2026

Place of secondment: Brussels, Belgium

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)01 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)01 of 19/01/2026

^[5] <https://www.eursec.eu/en/Accredited-European-Schools/About>

For further information, please contact:

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

Selection and profile related questions: Mr Mirco KREIBICH, +32 2 584 1136;
mirco.kreibich@eeas.europa.eu

EUROPEAN EXTERNAL ACTION SERVICE



DG Resource Management
The Director-General

Brussels,
EEAS.DG RM.BHR.3

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 'co-financed' National Expert for secondment to the European External Action Service (EEAS), see vacancy notice enclosed, within the framework of the 04/02/2014 Decision of the High Representative and, more particularly, its Article 16.

This National Expert will be seconded to the Managing Directorate Civilian Operations Headquarters (DSG-DEF.MD-CIVOPSHQ).

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

Applications should be sent by your Permanent Representation only by email to the Division EEAS.RM.BHR.3 'Selection and Recruitment' at the following address: SNE-CSDP@eeas.europa.eu, and not directly to DSG-DEF.MD-CIVOPSHQ Directorate.

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 **27 July 2026** will be considered for this call for applications.

My services will examine the applications and organise the selection interviews as soon as possible.

Please note that the possession of a security clearance (minimum level EU SECRET/SECRET UE) is required for this post.

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.

Thank you very much for your cooperation.

Yours faithfully,

Kristin de PEYRON
<e-signed>

Encl.: - Decision of the High Representative of 04/02/2014;
 - Vacancy notice

Cc: S. Tomat, Managing Director MD-CIVOPSHQ

EEAS Vacancy Notice

Seconded National Expert in the Civilian Operations Headquarters (DSG-DEF.MD-CIVOPSHQ)

HRM Officer in the Personnel Division, CivOpsHQ.3

CO-FINANCED

AD level post

Job No 519052

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 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, the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

The Civilian Operations Headquarters (DSG-DEF.MD-CIVOPSHQ) is the permanent structure supporting the Civilian Operations Commander. The Civilian Operations Commander is the overall commander at the strategic level of currently 14 civilian CSDP crisis management missions and provides strategic guidance and direction to the Heads of Mission. The Civilian Operations Commander reports directly to the High Representative for Foreign Affairs and Security Policy and through her to the Council of the EU. Under the political control and strategic direction of the Political and Security Committee and the overall authority of the High Representative, the Civilian Operations Commander ensures the effective planning and conduct of civilian CSDP crisis management operations, as well as the proper implementation of all mission-related tasks.

The Personnel Division (MD.CivOpsHQ.3) is responsible for supporting on behalf of the Commander civilian CSDP missions in all matters related to Human Resources (HR), providing guidance, organising selection and recruitment and developing horizontal HR policies. The Division is composed of three sections: SEC.1 HR Policies, SEC.2 Selection and Recruitment, SEC. 3 Capacity Generation and Personnel Development.

We propose:

The post of a Seconded National Expert/Human Resources Expert in the Personnel Division, CivOpsHQ.3. The post is co-financed by the EEAS (daily and monthly allowances) and by the EU MS (salary, social security and insurance).

The successful candidate will join the Capacity Generation and Personnel Development sector of the aforementioned division. The sector is mainly responsible for the interaction with and support to EU Member States regarding the generation of staff for the civilian CSDP Missions, horizontal issues related to human resources, statistics and the business management of the electronic recruitment. He/she will provide expert guidance and advise to the CivOpsHQ and EU Member States in the generation of capacity and the development of capabilities for civilian CSDP missions, including through the development of respective strategies and concepts, facilitating the use of new technologies, and managing the CivOpsHQ.3's outreach to Member States on secondment structures

Functions and Duties:

Under the direct supervision of the Head of Sector, and the ultimate authority of the Head of the Division, the Seconded National Expert/Human Resources, is expected to perform the following tasks:

- Contribute to efficient implementation of HRM processes (recruitment, selection, deployment) in a timely, consistent and fair manner and in accordance with the rules and principles established for civilian CSDP Missions and Operations.
- Support capacity generation and personnel development (including the development of capabilities) for CSDP operations, liaising with Member States, Seconding agencies, and EU institutions to facilitate deployment and administrative coordination.
- Assist in the development of job descriptions, vacancy announcements, and staff regulations tailored to mission requirements.
- Provide advice and guidance on Standard Operating Procedures (SOPs), HR policies, manuals and guidance documents, as well as best practices for mission launches and ongoing operations.
- Contribute to relevant Council Working Groups in the discussions concerning Missions' human resources matters.
- Participate in interinstitutional thematic working groups, and contribute to briefings, planning documents, reports, etc.
- Contribute to the organisation of the annual Capacity Generation Conference, seminars, and training sessions organised by CivOpsHQ3.
- Participation in CSDP missions' staff selection procedures.
- Liaise with other EEAS, Council and Commission services, Member States and stakeholders.
- Register, file, store, and retrieve documents in compliance with EEAS document management and archiving rules.
- Contribute to the knowledge management in the division by updating repositories and FAQs.
- Maintain and organise HR records, mission files linked to recruitment documentation, ensuring accessibility and confidentiality.
- Support the Civilian Missions Platforms as a webmaster/administrator, ensuring accurate and up-to-date information for stakeholders.
- Serve as a focal point for HR IT tools, including Goalkeeper-Registrar, ensuring system updates, user training, and troubleshooting.
- Act as the Goalkeeper-Registrar Business Manager, coordinating with IT units and project leaders to implement system updates and improvements.
- Provide to users training, guidance, and support for Goalkeeper-Registrar and other HR digital tools, including applicants, Member States, and mission personnel.
- Monitor and report on database performance, identifying needs for enhancement or corrective action.
- Provide presentations on Goalkeeper-Registrar during Pre-Deployment Trainings (PDTs), subject to PDT program availability.

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 experience in the

areas of responsibility. 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 Union¹ or, where justified in the interests of the service, professional training of an equivalent level.²;
- c) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties;
- d) Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that he/she will carry out; Decision ADMIN(2025)42 on the security rules for the European External Action Service
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;
- f) Remain subject to the social security legislation applicable to the public administration, international administration or entity which employs the SNE and which will assume responsibility for expenses incurred abroad. In case of posting to an EU Delegation, the employer certifies that the SNE is covered for medical expenses incurred at the place of secondment, as well as costs of repatriation on health grounds throughout the full period of secondment;
- g) Ensure that there is no conflict of interest and that he/she will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

Selection criteria:

A. Qualifications and experience required

- Have a University degree that is relevant for the post;
- Equivalent military/police education in the aforementioned fields can be considered as appropriate;
- Have minimum of three years of broad professional experience in data analysis and statistics; data and database management, Human Resources Information Systems (HRIS), or data

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>

visualisation tools (e.g., Power BI, Tableau);

- Have a good understanding of the role of the EEAS as a diplomatic actor as well as a good understanding of the main objectives and principles of the EU's Common Foreign and Security Policy (CFSP)
- Have a good understanding of EU Common Security and Defence Policy (CSDP) decision making processes;
- A past experience within an EU CSDP mission would be an asset;
- Skills in word processing, spreadsheets and presentation software, especially MS Excel. Knowledge of database software such as PowerBI would be an asset.

B. Skills required

- Strong organisational skills, sense of initiative and ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Excellent interpersonal skills;
- Ability to work and communicate in interdisciplinary and intercultural teams;
- Excellent analytical capability as well as excellent drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions;

C. Languages

- Fully fluent in written and spoken English. Knowledge of French would be an asset.

D. Personal Qualities

- Be a motivated and flexible team player;
- Ability to adapt quickly to new situations and deal with new challenges;
- Ability to maintain the highest standards of personal integrity, impartiality and selfdiscipline.

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-CSDP@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 1(d) (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. The EEAS will provide for the allowances in order to contribute to

cover the SNE's living expenses in the place of secondment on a flat-rate basis. These allowances shall not be construed as remuneration paid by the EEAS.

Duration of the secondment: Initial period up to two years, renewable up to 4 years

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 travels take up duties/end of secondment on a flat-rate basis (if not paid by the employer).

The EEAS will cover:

- costs of professional travels (missions) incurred by the SNE posted in 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 an [European School Type I](#))^[5] 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.

Vacancy available from: 16 August 2026

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: Mr Mirco KREIBICH, +32 2 584 1136

mirco.kreibich@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

^[5] <https://www.eursec.eu/en/Accredited-European-Schools/About>

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. REF.ARES(2026)6219055, Job No 471428; REF.ARES(2026)6612529, Job No 519052; REF.ARES(2026)6480679, Job No 380472; REF.ARES(2026)6393127, Vacancy Notice 2026/073 – HQ (AD), Job no. 178257; Vacancy notice 2026- 102 HQ (AD); Vacancy notice 2026- 104 HQ (AD); Vacancy notice 2026- 105 HQ (AD).
Dokumento registracijos data ir numeris	2026-07-07 Nr. (76.2.5E)S76-689
Dokumento gavimo data ir dokumento gavimo registracijos numeris	2026-07-07 Nr. G-1786
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	2026-07-01 17:17:21 (GMT+03:00)
Parašo formatas	XAdES-X-L
Laiko žymoje nurodytas laikas	2026-07-01 17:17:37 (GMT+03:00)
Informacija apie sertifikavimo paslaugų teikėją	EID-SK 2016, AS Certifitseerimiskeskus 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	10
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 (2026-07-08 15:08:36)
Paieškos nuoroda	–
Papildomi metaduomenys	Nuorašą suformavo 2026-07-08 15:08:37 DBSIS