



LIETUVOS NUOLATINĖ ATSTOVYBĖ EUROPOS SĄJUNGOJE

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

2026-07-

Nr. (76.2.5E) S76-

DĖL NAUJŲ DARBO SKELBIMŲ IR INFORMACIJOS APIE PASKIRTUS ES DELEGACIJŲ VADOVUS PERSIUNTIMO

Persiunčiame Europos išorės veiksmų tarnybos (EIVT) raštą, kuriuo informuojama apie naujus darbo skelbimus įvairioms pareigybėms ir paskirtus ES delegacijų vadovus.

PRIDEDAMA: 30 lapų.

Vyriausiasis patarėjas,

Tomas Gražiūnas

Laikinais atliekantis Lietuvos nuolatinio atstovo Europos Sąjungoje funkcijas

EUROPEAN EXTERNAL ACTION SERVICE



DG Resource Management
The Director-General

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

To Permanent Representatives of the
Member States of the European Union

Your Excellency,

I am pleased to inform you that we are looking for one “cost-free” national expert (SNEs) for secondment to the POL.EURCA.EAST.2 - Moldova, Belarus, Georgia, Armenia, Azerbaijan Division, pursuant to the Decision of the High Representative of 4 February 2014 establishing the rules applicable to SNEs¹.

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

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

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

Only applications received in the above-mentioned format **by 9 September 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 posting as an SNE to the EEAS.

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

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

Thank you very much for your cooperation.

Yours sincerely,

[e-signed]
Kristin de PEYRON

Enc.: – Vacancy Notice

Cc: D. Derya, Head of Division, POL.EURCA.EAST.2
U. Hauer, Head of Division, RM.BHR.3
C. Osti, Head of Sector, RM.BHR.3

EUROPEAN EXTERNAL ACTION SERVICE



THE SECRETARY GENERAL

Brussels, 23 July 2026

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

Your Excellencies,

I have the pleasure to inform you of the decision of the High Representative to appoint the colleagues here below as Ambassadors - Head of the European Union Delegation to Angola and Head of the European Union Delegation to Somalia.

Posting	Name	Current function
ANGOLA	LEPINE Markus	Assistant to the Director-General for Middle East, North Africa, Gulf at the European Commission, DG.MENA
SOMALIA	MÁTHÉ László	Special Envoy for the Sahel at the Ministry of Foreign Affairs and Trade of Hungary

A copy of this letter will be sent to Ms Ilze Juhansone (Secretary-General of the European Commission), to the external relations Directorates General of the Commission and to Ms Thérèse Blanchet (Secretary-General of the Council of the European Union).

Yours sincerely,

(e-signed)

Belén Martinez-Carbonell

cc. Ms Juhansone – COM
Mr Doens – INTPA
Mr Popowski – ECHO
Mr Koopman – ENEST
Ms Juul Jorgensen – TRADE
Mr Quest – HR
Mr Karnitschnig - MENA
Ms Thérèse Blanchet – GSC
Ms Loonela – CAB HR/VP



EUROPEAN EXTERNAL ACTION SERVICE



THE SECRETARY GENERAL

Brussels, 20 July 2026

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

Your Excellencies,

I have the pleasure to inform you of the decision of the High Representative to appoint the colleagues here below as Ambassadors - Head of the European Union Office /EU Special Representative in Kosovo* and Head of the European Union Delegation to Togo.

Posting	Name	Current function
KOSOVO	SCHUEBEL Dirk	Head of Division for Russia in the EEAS
TOGO	CAPPELLANI Alessio	Head of Division for Middle East – Syria, Lebanon and Jordan in the EEAS

A copy of this letter will be sent to Ms Ilze Juhansone (Secretary-General of the European Commission), to the external relations Directorates General of the Commission and to Ms Thérèse Blanchet (Secretary-General of the Council of the European Union).

Yours sincerely,

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Belén Martinez-Carbonell

cc. Ms Juhansone – COM
Mr Doens – INTPA
Mr Popowski – ECHO
Mr Koopman – ENEST
Ms Ditte Juul-Joergensen – TRADE
Mr Quest – HR
Mr Karnitschnig - MENA
Ms Thérèse Blanchet – GSC
Ms Loonela – CAB HR/VP

* This designation is without prejudice to positions on status and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.





External Publication

Vacancy Notice 2026/116– HQ (AD) Legal Adviser in the Division “Administrative Law and EU Civil Service Law” (SG.LD.2)

Type of post “Administrator”

Job no. 374839

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

WE ARE

The European External Action Service (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 Division “Administrative Law and EU Civil Service Law” (SG.LD.2) is one of the two legal divisions which together constitute the EEAS Legal Department, under the responsibility of the Director for the Legal Department.

The Legal Department provides independent legal advice to the High Representative and the EEAS services, upon request or on its own initiative, on all aspects relating to their mandates and tasks under the Treaties and the Council Decision establishing the EEAS. The Legal Department also represents the High Representative and the EEAS in judicial proceedings before the Court of Justice of the European Union and coordinates the representation of the Union and of the EEAS before other jurisdictions as required.

The Division SG.LD.2 covers all legal questions relating, *inter alia*, to the EEAS administrative activities and the implementation of the EU Staff Regulations (hereafter, the “SR”) and Conditions of Employment of Other Servants (hereafter, the “CEOS”), the EU Financial Regulation (hereinafter, the “FR”) and other administrative areas including

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.

diplomatic privileges and immunities, security, public access to documents and protection of personal data in Headquarters and EU Delegations.

In particular, this Division:

- provides legal advice on EEAS staff matters (including rights and obligations, career, administrative inquiries and disciplinary matters, diplomatic privileges and immunities);
- provides legal advice on administrative law (contractual, financial and procurement issues);
- reviews draft internal administrative rules (in particular those implementing the SR/CEOS and the FR);
- reviews draft replies to administrative requests and complaints, as well as other individual decisions where necessary;
- reviews draft confirmatory replies to access to documents requests and draft replies to Ombudsman requests;
- drafts court submissions and represents the EEAS in judicial proceedings in administrative and staff matters;
- coordinates the legal representation of the Union in disputes before local courts in the EU and in third countries.

WE PROPOSE

The post of Legal Adviser in the Division for Administrative Law and EU Civil Service Law (SG.LD.2), mainly on statutory staff of the Union as well as other areas such as personal data protection and cases referred to the European Ombudsman.

Given the urgent nature of the work of the Legal Department, the selected candidate would be expected to promptly integrate in the service and assume the following main responsibilities of the post, under the authority of the Head of Division:

- provide legal analysis, advice and assistance in the areas falling under the responsibility of the Division, in particular on officials and other servants of the Union, including local staff;
- provide legal review of internal administrative rules;
- provide legal support and advice for handling conflicts (pre-contentious stage and litigation stage);
- draft briefing notes and legal analyses;
- act as an agent representing the EEAS in litigation before the EU Courts (written and oral pleadings).

This position is classified as an “Administrator” type of post² in the grade bracket AD 5 – AD 12.

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

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

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

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

PLACE and DATE OF EMPLOYMENT

EEAS Headquarters, Brussels, Belgium

Post available: immediately

LEGAL BASIS FOR RECRUITMENT TO THIS POSITION

The successful candidate for this position will be:

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

WE LOOK FOR

Eligibility 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, an EEAS temporary agent to whom Article 2(e) of the CEOS applies or a member of staff from the national diplomatic service of a Member State;
2. have the capacity to work in the languages of the CFSP and external relations (English and French);
3. have at least 2 years' proven, pertinent working experience as a lawyer or legal adviser or officer in particular in labour law / EU civil service law.
4. have 2 years of relevant, proven experience in litigation as a lawyer or agent representing parties, Member States or institutions before EU Courts or national courts.

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;

³ Decision ADMIN(2023) 24 on the maximum duration of engagement by the European External Action Service of non-permanent staff under successive limited duration contracts of different types, and on the minimum lapse of time between successive contracts under Article 2(e) of the CEOS.

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

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

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

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

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

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

- 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 **6 years' full time professional experience**. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience.
- Candidates must indicate their level of education and professional experience on the application form.
3. The candidates shall provide a certificate issued by the national diplomatic service/MFA of their Member State of 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;
 - endorsement by the MFA of their application for the post;
 - a guarantee of immediate reinstatement at the end of their period of service with the EEAS, as required under Article 50(b)(2) of the CEOS.

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

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

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

Candidates from the national diplomatic services of Member States, who have served continuously 8 or up to the maximum of 10 years as temporary agents under Article 2(e) of the CEOS pursuant to Article 50(b)(2) of the CEOS, are not eligible before a lapse of at least 2 years from the termination of their last contract under Article 2(e) of the 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 create constructive working relations with national authorities, civil society, international organisations and EU Member States;
- strong drafting, communication and analytical skills combined with sound judgement, both in English and French;
- excellent knowledge of the EU's internal and external policies and instruments, and of the functioning of the Union and its inter-institutional framework;

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

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.

- experience and knowledge of CFSP and CSDP;
- hold a university degree in law;
- have very good knowledge of EU legal and institutional matters;
- have very good knowledge of the SR and CEOS;
- have a proven ability to work on an autonomous basis and be able to find practical but legally sound solutions to administrative issues;
- have a proven ability to work under pressure, and manage tight deadlines;
- have professional experience pleading before the Court of Justice of the European Union or before national courts;
- be a flexible team player.

Furthermore:

- knowledge and experience in EU law on access to documents and data protection;
- working experience with or within other EU institutions;
- knowledge of other EU languages in addition to English and French,

would be considered assets.

TYPE AND DURATION OF CONTRACT FOR NEW TEMPORARY AGENTS

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

This post is currently not identified as a post which requires Personnel Security Clearance (hereafter, the "PSC") to access EU classified information (EUCI) in accordance with point 7 of Annex A I of the [Decision ADMIN\(2023\) 18 on the security rules of the EEAS⁹](#) and as implemented by [Decision ADMIN\(2025\) 42 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information of 20 November 2025](#) and its implementing decisions.

⁹ OJ C 263, 26 July 2023, p.16.

Nonetheless, candidates are informed that the list of posts requiring a PSC in the EEAS Headquarters is subject to regular review and that the current post might be identified in the future as a post which requires PSC.

If required after the taking of duty, the selected candidate will need to be in a position to obtain a valid PSC issued by the competent authority of their Member State in accordance with national laws and regulations.

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

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](#)

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 PROCEDURE¹⁰

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

1. Application

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

Candidates must apply through the online system:

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

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

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 . Candidates who are existing 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.

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.

The closing date for the submission of applications is **3 August 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/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:

Karim KOURI, Head of Division ☎ +32 2584-30 91 Email: karim.kouri@eeas.europa.eu
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ANNEX I

CERTIFICATE OF ADMINISTRATIVE STATUS, ENDORSEMENT AND REINSTATEMENT¹

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

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

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

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

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

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

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

ANNEX II

DECLARATION OF POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY CANDIDATES

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

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

Article 11a(2) of the SR:

"Any official to whom it falls, in the performance of his duties, to deal with a matter referred to above shall immediately inform the Appointing Authority. The Appointing Authority shall take any appropriate measure, and may in particular relieve the official from responsibility in this matter".

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

It is the candidates' duty to inform through this form the EEAS of any actual or potential conflict of interest regarding their future tasks. They shall be broad in their identification of actual or potential conflict of interests. It is reminded that it will be up to the administration, and not to the candidates themselves, to assess on this basis whether they are sources of conflict of interests and, if applicable, whether they constitute an issue for the recruitment and, if not, whether they should call for adequate mitigating measures to protect both the interests of the institution and of the selected candidate.

Title/First Name/Last Name:.....

Candidate status:	
☐ Official of the Institutions of the EU	☐ Candidate from a Member State
☐ Current EEAS/EC Temporary Agent	☐ EPSO laureate
☐ Current EEAS/EC Contract Agent	
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 Managing Directorate for Eastern Europe and Central Asia (EURCA)

Desk Officer for Georgia Moldova, Belarus, Georgia, Armenia, Azerbaijan Division (POL.EURCA.EAST.2)

COST-FREE

AD level post

Job No 438803

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.

As part of the Managing Directorate for Europe and Central Asia, POL.EURCA.EAST.2 is the division responsible for the management of the EU bilateral relations with the Republic of Moldova, Belarus, Georgia, Armenia and Azerbaijan.

We propose:

The post of a "cost-free" Seconded National Expert on the position of Policy Officer in POL.EURCA.EAST.2.

The successful candidate will work on the EU relations with Georgia. He/she will work closely with the other desk officer for Georgia and other members of the Division, as well as with the team of the EU Special Representative for the South Caucasus and the crisis in Georgia.

Functions and Duties:

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

- Monitor political developments in Georgia and the wider South-Caucasus region;
- Contribute to EU-Georgia relations, in close consultation with EEAS services, relevant services of the Commission, the EUSR office, the EU Delegation in Tbilisi and EU Monitoring Mission in Georgia (EUMM), Member States, like-minded partners and international organisations;
- Contribute to the formulation of EU analysis and initiatives, approaches and policies in co-ordination with Member States, the European Commission, and third partners;
- Contribute to the development of EU-Georgia relations as regards notably political issues, security issues, restrictive measures, respect for human rights, good governance and the rule of law.
- Prepare briefings, EU statements and lines to take, as well as replies to media inquiries, Parliamentary questions and petitions,
- Participate in relevant Council working groups, meetings in the European Parliament and in other relevant meetings;
- Act as back-up to the other members of the Division as appropriate.

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, have relevant political experience in the proposed areas, and an in-depth understanding of the dynamics in the region. The candidate will be working in a friendly and dynamic environment and contribute to the work of EURCA. He/she will have to work in an international and multicultural environment in close synergy with Member States and EU institutions.

This challenging position also requires from the candidate strong drafting and communication skills, diplomatic experience and capacity, coordination and organisation skills, flexibility and dedication to work, including under high pressure and very tight deadlines. The candidate will work as part of a dynamic team; and the ability to work with others and be a pro-active and collaborative team player is therefore essential.

Legal basis:

- This vacancy is to be filled in accordance with the EEAS Decision of the High Representative of the Union for Foreign Affairs and Security Policy HR DEC(2014) 01 of 04/02/2014 establishing the rules applicable to National Experts seconded to the European External Action Service.

Eligibility criteria:

Candidates must:

- a) Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;
- b) Have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function groups AD or AST as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the Union or, where justified in the interests of the service, professional training of an equivalent level.¹;
- c) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties;
- d) Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that he/she will carry out;
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;
- f) Remain subject to the social security legislation applicable to the public administration, international administration or entity which employs the SNE and which will assume responsibility for expenses incurred abroad. In case of posting to an EU Delegation, the employer certifies that the SNE is covered for medical expenses incurred at the place of secondment, as well as costs of repatriation on health grounds throughout the full period of secondment;
- g) Ensure that there is no conflict of interest and that he/she will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

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

Selection criteria:

Candidates should:

A. Professional knowledge

- Have a professional experience of at least 3 years, preferably in the Ministry of Foreign Affairs, or Defence, or in international organisations;
- Have knowledge and understanding of the South Caucasus and/or the broader Eastern partnership region;
- Have excellent knowledge of external relations, internal policies and functioning of the Union, and have experience and knowledge of CFSP and CSDP-related issues;

B. Skills

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required.
- Have the ability to work in a 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 and an understanding of French are required. Knowledge of local language(s) would be a strong asset.

D. Personal Qualities

- Be dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges. Have a positive attitude to working with others.

Equal opportunities

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

Conditions of secondment

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

Other expenses such as removal costs, allowances, salary, insurance, schooling (while the SNE maintains the right to enrol the children in an European School Type I)[1] and costs related to the enrolment to the

Interinstitutional nurseries or the After-school centre managed by the early childhood centre of the European Commission shall not be covered by the EEAS. However, in case the SNE makes use of these two facilities for their dependent children, the EEAS shall recover any invoiced cost (including the institutional and the parental contribution) from the Seconded National Expert concerned on a yearly basis. For further information, please contact RM-01-COORDINATION@eeas.europa.eu

Duration of the secondment: 1 year renewable up to 4 years in total

Vacancy available from: 1 August 2026

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu





External Publication

Vacancy Notice 2026/118 – HQ (AD) Policy Officer for Switzerland, the Holy See and the Faroe Islands in the EURCA Western Europe Division (POL.EURCA.WEST.1)

Type of post “Administrator”

Job no. 268897

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

WE ARE

The European External Action Service (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 Western Europe/Arctic/Regional Division manages the overall relationship between the EU and non-EU Western European countries, monitors political and economic developments and leads on political dialogue. The Division contributes to strategic planning and policy conception and implementation of the EU’s relations with Western European countries, Arctic/Regional and provides support and advice to the HR/VP and the EEAS management. The Division cooperates with the representatives of the portfolio countries, the European Commission, as well as the Council Secretariat, the European Parliament and EU Member States.

We offer a politically challenging and interesting post in a friendly, supportive and efficient working environment.

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.

WE PROPOSE

The post of Policy Officer for Switzerland, the Holy See and the Faroe Islands in the EURCA Western Europe Division (POL.EURCA.WEST.1).

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

- support to formulate and implement EU policies in relation to Switzerland, the Holy See and Faroe Islands in line with EU interests
- contribute to coordinating, organizing and maintaining relations with partners in the Division's portfolio – portfolio countries' representatives, Member States, EU institutions, as well as with civil society, business and/or other actors
- participate in COEFTA Working Party meetings
- contribute to the implementation of various cooperation processes, through monitoring and analysis;
- prepare accurate briefings, speeches, statements, lines to take and drafting strategy papers, as well as contribute to the preparation of high-level visits as required
- be ready to perform other tasks requested and act as a back-up of other members of the Division.

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

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

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

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

PLACE and DATE OF EMPLOYMENT

EEAS Headquarters, Brussels, Belgium

Post available: Immediately

LEGAL BASIS FOR RECRUITMENT TO THIS POSITION

The successful candidate for this position will be:

- appointed in accordance with Article 29(1)(a) or 29(1)(b) of the Staff Regulations (hereafter, the "SR") if they are an EU official;
- recruited in accordance with Article 29(1)(a) and Article 98(1), first subparagraph, of the SR and Article 2(e) of the CEOS if the candidate comes from the national diplomatic service of a Member State or reassigned if they are a temporary agent to whom Article 2(e) of the CEOS applies;

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.

- 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, an EEAS temporary agent to whom Article 2(e) of the CEOS applies or a member of staff from the national diplomatic service of a Member State;
2. have the capacity to work in the languages of the CFSP and external relations (English and French);
3. have at least 2 years' proven, pertinent experience in external relations.

EPSO and EEAS internal competition laureates who are on a valid reserve list established in accordance with Article 30 of the SR may have their applications considered only in the event that no suitable candidate can be found among candidates covered by Article 29(1)(a) and Article 98(1), first subparagraph of the SR, or by Article 29(1)(b) of the SR;

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

1. EU officials or temporary staff to whom Article 2(e) of the CEOS applies must occupy a post in the grade bracket AD 5 – AD 12, or have occupied such a post before their change in administrative status in accordance with Article 35 of the SR, or occupy an AST post and be on the list drawn up according to Article 45(a)(c) of the SR (certification list).
2. Due to the need to ensure sound financial management of the limited financial resources and given the fact that the assignment of a staff member to a Delegation has important budgetary and business continuity implications, candidates currently serving in a Delegation will be eligible only if the deadline for applications is less than six months from the end of their current posting. Other applications may only be 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. 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.

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

6. Candidates who, at the time of the application, are temporary agents to whom Article 2(e) of the CEOS applies, must provide a **new certificate** issued by their Ministry of Foreign Affairs⁵ (hereafter, the "MFA") containing the same elements as requested for candidates from the national diplomatic services of the Member States (see specific eligibility criteria for candidates from the national diplomatic services of the Member States).
7. Candidates who, at the time of their application, are temporary agents to whom Article 2(e) of the CEOS applies, must also fulfil the general eligibility criteria, as well as the specific eligibility criteria for candidates from the Member States.

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

In line with Article 12 of the CEOS and in accordance with the needs of the service, candidates from 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 **6 years' full time professional experience**. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience.

Candidates must indicate their level of education and professional experience on the application form.
3. The candidates shall provide a certificate issued by the national diplomatic service/MFA of their Member State of 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;
 - endorsement by the MFA of their application for the post;
 - a guarantee of immediate reinstatement at the end of their period of service with the EEAS, as required under Article 50(b)(2) of the CEOS.

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

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

Candidates must be in a position to serve the full duration of the assignment within the duration of their service with the EEAS or before reaching the age of retirement foreseen

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

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 create constructive working relations with national authorities, civil society, international organisations and EU Member States;
- strong drafting, communication and analytical skills combined with sound judgement;
- excellent knowledge of the EU's internal and external policies and instruments, and of the functioning of the Union and its inter-institutional framework;
- experience and knowledge of CFSP and CSDP;
- experience of working in an Embassy, a Delegation (or equivalent in an international organisation);
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience of negotiations;
- experience of internal market and/or sectoral policies.

Furthermore:

- good knowledge of the European Commission and of EU sectoral policies applicable to EU – Swiss relations
- knowledge of German and good knowledge of French

would be considered assets.

TYPE AND DURATION OF CONTRACT FOR NEW TEMPORARY AGENTS

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

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.

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 in the EEAS, 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.

The selected candidate should hold, or be in the position to obtain, a valid Personnel Security Clearance (hereafter, the "PSC")¹⁰ issued by the competent authority of the Member State concerned.

Candidates who do not already have a valid PSC will be required to go through the security clearance vetting procedure of their Member State to obtain this clearance in accordance with national laws and regulations and with the procedure laid down in the [Decision ADMIN\(2025\) 42 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information of 20 November 2025](#) and in Annex A I of the [Decision ADMIN\(2023\) 18 on the security rules of the EEAS](#). Until the PSC is issued by the competent authority of the Member State concerned, the selected candidate will not be authorised to access EUCI at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or above, or to participate in any meetings or workflow where EUCI is processed.

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

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

EQUAL OPPORTUNITIES

The EEAS strives to be a dynamic, respectful and inclusive Service. We value the talent and professional excellence of our staff, and are committed to building an organisation where gender equality and the respect of diversity are core values, as set out in the EEAS Mission Statement and the EEAS Agenda for Diversity and Inclusion. The EEAS is committed to achieving gender balance within its workforce and strives to avoid any form of discrimination during this selection procedure, as per Article 1(d) of the SR. We actively welcome applications from all qualified candidates without any discrimination based on any ground. We commit to recruit candidates with the highest standard of ability, efficiency and integrity, carrying out a selection based on merits required for the post and from the broadest possible geographical basis among the EU Member States.

The EEAS is committed to working with people with disabilities in the terms of the SR. If, by virtue of your medical condition or special needs, you require reasonable

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'."

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. Candidates who are existing 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.

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.

The closing date for the submission of applications is **5 August 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.

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

3. Selection

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

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

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

CONTACT:

Claude Veron-Reville, Head of Division ☎ +32 2584-3159 Email: claud.veron-reville@eeas.europa.eu
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ANNEX I

CERTIFICATE OF ADMINISTRATIVE STATUS, ENDORSEMENT AND REINSTATEMENT¹

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

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

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

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

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

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

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

ANNEX II

DECLARATION OF POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY CANDIDATES

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

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

Article 11a(2) of the SR:

"Any official to whom it falls, in the performance of his duties, to deal with a matter referred to above shall immediately inform the Appointing Authority. The Appointing Authority shall take any appropriate measure, and may in particular relieve the official from responsibility in this matter".

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

It is the candidates' duty to inform through this form the EEAS of any actual or potential conflict of interest regarding their future tasks. They shall be broad in their identification of actual or potential conflict of interests. It is reminded that it will be up to the administration, and not to the candidates themselves, to assess on this basis whether they are sources of conflict of interests and, if applicable, whether they constitute an issue for the recruitment and, if not, whether they should call for adequate mitigating measures to protect both the interests of the institution and of the selected candidate.

Title/First Name/Last Name:.....

Candidate status:	
☐ Official of the Institutions of the EU	☐ Candidate from a Member State
☐ Current EEAS/EC Temporary Agent	☐ EPSO laureate
☐ Current EEAS/EC Contract Agent	
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).**

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 IR INFORMACIJOS APIE PASKIRTUS ES DELEGACIJŲ VADOVUS.
Dokumento registracijos data ir numeris	2026-07-28 Nr. (76.2.5E)S76-791
Dokumento gavimo data ir dokumento gavimo registracijos numeris	2026-07-28 Nr. G-1962
Dokumento specifikacijos identifikavimo žymuo	ADOC-V1.0
Parašo paskirtis	Pasirašymas
Parašą sukūrusio asmens vardas, pavardė ir pareigos	Tomas Gražiūnas, Administracijos vadovas, laikinai atliekantis Lietuvos nuolatinio atstovo ES funkcijas
Sertifikatas išduotas	TOMAS GRAŽIŪNAS, Lietuvos Respublikos užsienio reikalų ministerija LT
Parašo sukūrimo data ir laikas	2026-07-27 18:05:26 (GMT+03:00)
Parašo formatas	XAdES-X-L
Laiko žymoje nurodytas laikas	2026-07-27 18:05:33 (GMT+03:00)
Informacija apie sertifikavimo paslaugų teikėją	ADIC CA ECC, Asmens dokumentu israsymo centras prie LR VRM LT
Sertifikato galiojimo laikas	2024-06-26 10:17:04 – 2028-06-25 10:17:04
Informacija apie būdus, naudotus metaduomenų vientisumui užtikrinti	"Registravimas" paskirties metaduomenų vientisumas užtikrintas naudojant "RCSC IssuingCA-2, VI Registru Centras - i.k. 124110246 LT" išduotą sertifikatą "Dokumentų valdymo sistema Avily, 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	6
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 Avily, 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 (2026-07-29 14:40:54)
Paieškos nuoroda	–
Papildomi metaduomenys	Nuorašą suformavo 2026-07-29 14:40:54 DBSIS