



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 PERSIUNTIMO

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

PRIDEDAMA: 25 lapai.

Vyriausiasis patarėjas,

Tomas Gražiūnas

Laikinais atliekantis Lietuvos nuolatinio atstovo Europos Sąjungoje funkcijas

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

² 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 ³ Notwithstanding national terminology that may vary from one Member State to another.

ANNEX II

DECLARATION OF POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY CANDIDATES

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

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

Article 11a(2) of the SR:

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

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

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

Title/First Name/Last Name:

Candidate status:	
☐ Official of the Institutions of the EU	☐ Candidate from a Member State
☐ Current EEAS/EC Temporary Agent	☐ EPSO laureate
☐ Current EEAS/EC Contract Agent	☐ External
Current and former EU nationality/nationalities:	
Current and former non-EU nationality/nationalities:	(if not applicable, tick here) ☐
Current employer:	
Spouse/partner's EU nationality/nationalities:	(if not applicable, tick here) ☐
Spouse/partner's non-EU nationality/nationalities:	(if not applicable, tick here) ☐
Spouse/partner's professional activities:	(if not applicable, tick here) ☐
Dependents' nationality/nationalities:	(if not applicable, tick here) ☐

Position applied for:

Job number:

Delegation:

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

YES ☐ **NO** ☐

If yes, please detail:

I hereby certify that the information provided in this form is correct and complete, and that my <i>curriculum vitae</i> is correct and duly updated. I understand that any infringement of the above requirements under the SR and the CEOS may lead, <i>inter alia</i>, 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:
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**PLEASE FILL IN, PRINT, SIGN AND SCAN
TO BE UPLOADED IN E-APPLICATION ("ATTACHED DOCUMENTS" TAB, Conflicts of interest).**

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 'cost-free' 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 24.1.

This National Expert will be seconded to the Security and Defence Policy Directorate (MD-PSD.SECDEFPOL).

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 SECDEFPOL 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 **10 September 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: Mr Stadejek, Director MD-PSD.SECDEFPOL

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 'cost-free' 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 24.1.

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.

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 **15 September 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 (EEAS.DSG-DEF.MD-CIVOPSHQ)

Policy Officer in the Operations Division CivOpsHQ.2

COST-FREE

AD level post

Job No 522121

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.

The Civilian Operations Headquarters (CivOpsHQ) is the permanent structure supporting the Civilian Operations Commander. The Civilian Operations Commander is the overall commander at the strategic level of 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 missions, as well as the proper implementation of all mission-related tasks and the discharge of the duty of care.

We propose:

The post of a cost-free Seconded National Expert (SNE) in the CivOpsHQ.2. The successful candidate will join the Europe Sector of the division and be assigned to the Europe Sector.

Functions and Duties:

Strategic operational analysis and advice:

- Prepare and participate in discussions of relevant Council working groups and committees, in particular the Committee for Civilian Aspects of Crisis Management (CIVCOM), the RELEX, the EUMC, the Political and Security Committee (PSC).
- Draft briefing notes, advice, speeches or other documents supporting discussions and decision-making.
- Monitor developments in EU policies relating the assigned mission area and region and contribute to the relevant policymaking process and decision-making processes.
- Promote consistency across civilian CSDP missions in policing and rule of Law with particular emphasis on combating serious and organised crime and terrorism..

Liaison with Member States, EU institutions and other stakeholders:

- Serve as focal point for the assigned civilian CSDP mission(s).
- Co-operate closely with relevant European External Action Service (EEAS), including the Integrated Strategic Planning for CSDP and Stabilisation (PCM.3), the EU Military Staff (EUMS),

the respective Geographical Directorate(s), and other EU institutions and bodies.

- Liaise with and brief representatives of Member States and contributing Third States, as appropriate.
- Maintain close contact with relevant international stakeholders (such as the UN, NATO and other international organisations...).
- Facilitate strategic coordination and cooperation on policing aspects of civilian CSDP missions with international organisations at the strategic level including through liaison functions where required.

Planning for Civilian CSDP Missions:

- Contribute to the strategic and operational planning of new civilian CSDP missions, ensuring coherence with agreed CSDP documents and lessons learned.
- Participate in Fact Finding Missions (FFM) and Technical Assessment Missions (TAM) and contribute to their reports.
- Draft and contribute to key operational planning documents, including the Concept of Operations (CONOPS) and Operational Plan (OPLAN), particularly in respect to the operational focus and implementation sections, as well as to Council Decisions (legal decision of the Council of the EU).
- Contribute to the preparation of Budgetary Impact Statement (BIS) to support mission budget planning.
- Provide guidance to Missions, on the development and implementation of their Mission Implementation Plan (MIP).

Conduct of civilian CSDP missions:

- Monitor the security situation in the host country and the wider region, including developments that may affect the Mission area, by participating in EEAS security briefings and analysing open sources and intelligence reporting.
- Provide strategic oversight and guidance to the assigned civilian CSDP mission(s), including their respective Head(s) of Mission.
- Conduct regularly field visits to the assigned civilian CSDP mission(s).
- Support the preparation of regular and extra-ordinary Calls for contributions and, where appropriate, participate in personnel selection procedures.
- Contribute operational expertise to the assessment, adaptation and refocusing of civilian CSDP missions, through reports, briefing notes and analytical assessments.
- Contribute to strategic reviews of the allocated civilian CSDP mission(s).
- Assess Police and Rule of Law aspects in the assigned civilian CSDP mission(s) and contribute to the lessons identified and lessons learned process.

Interaction with internal and external stakeholders:

- Prepare and participate in meetings and seminars with internal and external stakeholders and provide information on specific civilian CSDP missions or other CSDP related topics.
- Contribute to public information activities of the EEAS in the civilian CSDP area.
- Act as point of contact within CivOpsHQ, OPS Unit for assigned cross-functional tasks to external institutions/entities.

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 a 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;
- 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

- university degree or equivalent police education;
- 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, international organisations and EU Member States;
- strong drafting, communication and analytical skills combined with sound judgement;
- experience in the law enforcement and/or criminal justice area, ideally also from international assignments;
- if serving police officer, national rank comparable chief inspector or higher;
- 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) and of the - - EU Common Security and Defence Policy (CSDP) decision making processes;

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>

- good computer knowledge, notably in word processing, spreadsheets, presentations software, Internet/Intranet, use of email systems are essential. Knowledge of other IT tools is an asset.
- knowledge of the situation in the different crisis management theatres and the EU policies and key priorities;
- general knowledge of internal security and defence concepts and capabilities.

Furthermore:

- an experience within an EU CSDP mission, an EU institution or in the field of internal security and defence;
- previous experience in EU project management (external actions including development);
- previous experience in EU Justice and Home affairs policy and cooperation (including work of relevant agencies – Europol, Frontex, CEPOL and Eurojust);
- previous police experience in at coordination/management level;
- substantive experience in national or international assignments within staff functions, in particular planning and organisation;

would be considered assets.

B. Skills required

- have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement;
- have good organisational skills, the ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- have excellent drafting and communication skills;
- have excellent negotiating skills in a multinational environment;
- have the ability to work professionally as a member of the division, in mixed-composition task forces and working groups, in an interesting but challenging environment;
- good computer skills are essential, notably in word processing, spreadsheets, presentations software, Internet / Intranet and email systems. Knowledge of other IT tools would be an asset.
- national security clearance at SECRET UE level. Such clearance needs to be obtained from the competent authorities before secondment to the European External Action Service. It must be valid for the entire period of secondment. In its absence, the EEAS reserves the right to refuse the secondment as a national expert.

C. Languages

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

D. Personal Qualities

- maintain the highest standards of personal integrity, impartiality and self-discipline. The expert must exercise the greatest discretion with regard to all facts and information coming to his/her knowledge in the performance of his/her duties;
- possess dynamic motivated and flexible personality Be able to adapt quickly to new situations and deal with new challenges, including missions in conflict area.

Equal opportunities

- The EEAS is committed to an equal opportunities policy for all its staff and applicants. The EEAS is committed to promoting gender equality and 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

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

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

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](#))^[3] 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: immediately

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: Frank Nisse, Head of Division, +32 2 584 80 86
frank.nisse@eeas.europa.eu

^[3] <https://www.eursc.eu/en/Accredited-European-Schools/About>

EEAS Vacancy Notice

Seconded National Expert in the Security and Defence Policy Directorate (MD-PSD.SECDEFPOL)

Policy Officer in the Non-Proliferation, Disarmament and Arms Export Control Division (MD-PSD.SECDEFPOL.4)

COST-FREE

AD level post

Job No 522103

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 Policy Officer in the Non-Proliferation, Disarmament and Arms Export Control Division (SECDEFPOL.4).

Functions and Duties:

The successful candidate will:

- Ensure the coordination of the preparations and assist the Chair in the strategic programming for the Council Working Party on Conventional Arms Exports (COARM);
- Plan and put into effect initiatives for the implementation of the 2018 EU Strategy against illicit firearms, small arms and light weapons and their ammunition;
- Support EU policy formulation by drafting reports, briefings, and recommendations for senior EEAS officials and Member States on SALW-related issues and ammunition safety;
- Promote UN Programme of Action (UN PoA) on SALW and Global Framework for Through-Life Conventional Ammunition management; its implementation and capacity-building across the world.
- Contribute to coordination with EUMS to the implementation of UN Programme of Action and on Global Framework for Through-Life Conventional Ammunition management;
- Assist in the preparation, development, drafting and implementation of Council Decisions, Council Conclusions and EU Strategies, including in support of actions against illicit trafficking of small arms and light weapons in Western Balkans, Ukraine and Moldova and Latin America;
- Assist in the drafting of EU statements, briefings, and answers to Parliamentary questions in the field of conventional arms control;
- Prepare for and attend political dialogue meetings with third countries;
- Maintain contacts with EU Member States, EU Delegations in third countries, and International Organisations;

- Maintain contacts with diplomatic missions from third countries in Brussels;
- Engage in dialogue with non-governmental organisations, academics and industry;
- Secure coordination in the respective fields with the services of the Commission, the Council of the European Union, the European Parliament and other relevant European institutions.

We are looking for:

The EEAS is seeking a highly qualified Expert to join its Non-Proliferation and Disarmament Division. The selected candidate will contribute to the EU's efforts to counter the threat of illicit trafficking of small arms and light weapons, regionally and globally. The role will involve addressing ammunition safety and further development of Arms and Ammunition Management Validation System. Experience in analysing transnational arms smuggling routes, diversion risks linked to SALW-trafficking will be considered a strong asset.

This role requires technical expertise in conventional arms and ammunition, export controls, and threat assessment, as well as the ability to analyse geopolitical risks and advise on EU policy responses.

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;
- 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.

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Selection criteria:

A. Qualifications and experience required

- university diploma;
- three years' relevant professional experience and ideally professional experience in multinational organisations;
- have experience and knowledge of CFSP and CSDP;
- relevant experience in areas of multilateral non-proliferation and arms control: international security, non-proliferation, disarmament, arms export control, diplomatic relations, multicultural environments.

B. Skills required

- have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement;
- have good organisational skills, the ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- have excellent drafting and communication skills;
- have excellent negotiating skills in a multinational environment;
- have the ability to work professionally as a member of the division, in mixed-composition task forces and working groups, in an interesting but challenging environment;
- good computer skills are essential, notably in word processing, spreadsheets, presentations software, Internet / Intranet and email systems. Knowledge of other IT tools would be an asset.
- national security clearance at SECRET UE level. Such clearance needs to be obtained from the competent authorities before secondment to the European External Action Service. It must be valid for the entire period of secondment. In its absence, the EEAS reserves the right to refuse the secondment as a national expert.

C. Languages

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

D. Personal Qualities

- maintain the highest standards of personal integrity, impartiality and self-discipline. The expert must exercise the greatest discretion with regard to all facts and information coming to his/her knowledge in the performance of his/her duties;
- possess dynamic motivated and flexible personality Be able to adapt quickly to new situations and deal with new challenges, including missions in conflict area.

Equal opportunities

- The EEAS is committed to an equal opportunities policy for all its staff and applicants. The EEAS is committed to promoting gender equality and 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

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

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

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](#))^[3] 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

For further information, please contact:

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

Selection and profile related questions:

Stephan Klement, Head of Division, Stephan.Klement@eeas.europa.eu

^[3] <https://www.eursc.eu/en/Accredited-European-Schools/About>



External publication

**Vacancy notice 2026/109 –
DEL (AD) HoA in the European Union Delegations to Kenya**

Type of post: Administrator - Job no. 223300

**Eligibility grade for EU officials and current temporary agents under Article 2(e) of the CEOS: AD 5 –
AD 12 - Grade of recruitment for candidates from the Member States¹: AD7**

WE ARE

The European External Action Service (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.

WE PROPOSE

The position of **Head of Administration** in the European Union Delegation to **Kenya**.

The official is responsible, under the authority of the Head of Delegation, for the Administrative Section of the Delegation. Tasks to be handled with a high degree of autonomy and strong sense of initiative include leading a team of local agents in charge of the day to day running of the delegation.

The Head of Administration (HoA), together with the administration team, is responsible for dealing with personnel matters of all staff, managing of infrastructures owned or rented by the Delegation, providing for equipment and services, ensuring the implementation of safety and security measures as well as of transmission of information, the overall administrative and financial management of the delegation's budget, including procurement procedures.

The HoA shall act as Imprest Account Holder, as appointed by the Accounting Officer of the European Union. The HoA is also in charge of relations with local authorities relating to the administrative functioning of the delegation, including protocol issues.

With a very high degree of responsibility, the HoA should ensure the proper functioning of the administration, which is essential for the overall performance of the delegation. The HoA plays a fundamental role inside the

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.

delegation and in relation with local authorities and companies. Exposed to a wide variety of tasks and stakeholders, the essential attributes of a Head of Administration are organisational skills, openness and flexibility, adaptability and willingness to learn and to take the initiative when necessary. Excellent human contacts and service culture are also prerequisites.

As **Administrator function group**, the Head of Administration is also expected, upon request from headquarters, to handle additional managerial, conceptual and analytical duties requiring of high degree autonomy and strong sense of initiatives. Such tasks could include ad hoc support missions to other Delegations (incl. for opening new or closing offices), support HQ or Delegations on the preparation of high level or complex procurement files, active contribution to the ongoing review of the provisions of the administrative support to EU Delegations, senior mentoring, geographical coordination, among others.

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

If selected for the post, candidates from the Member States will be recruited at grade AD7.

Current EEAS temporary agents to whom Article 2(e) of the Conditions of Employment of Other Servants (hereafter, the “CEOS”) applies and who have a higher grade than the one determined above for candidates from the Member States shall retain their current grade if they are selected for the post. If their grade is below the one set for candidates from Member States, they will be reclassified at grade AD7.

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

Job n°	Country, city	Function	Living Condition Allowance	Posting duration	Job available as of
223300	KENYA, Nairobi	Head of Administration	25%	4 years	01/09/2027

LEGAL BASIS FOR RECRUITMENT TO THIS POSITION

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

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

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

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

⁴ 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 EEAS candidates who have spent less than two years in their current post in Headquarters by the expected time of posting are not eligible. Their application may only be considered in the interest of the service.
4. Candidates who, at the time of the application, are EU officials, independently of their administrative status under Article 35 of the SR, cannot request to be recruited as temporary agents. In the case of applications from EU officials on leave for personal grounds, successful candidates will be reinstated into active employment within the meaning of Article 35(a) of the SR.
5. Candidates must be in a position to serve the full duration of the assignment within the duration of their service with the EEAS or before reaching the age of retirement foreseen under Article 52(a) of the SR, applicable to temporary agents by virtue of Article 47(a) of the CEOS.
6. Candidates who, at the time of the application, are temporary agents to whom Article 2(e) of the CEOS applies, must provide a **new certificate** issued by their Ministry of Foreign 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.
8. Without prejudice to exemptions authorised in the interest of the service by the Appointing Authority/Authority Authorised to Conclude Contracts of Employment (hereafter, the “AACC”) for exceptional and justified reasons, and in accordance with the 2024 EEAS Rotation Decision⁶, EU officials or current temporary agents under Article 2(e) of the CEOS applying for a posting shall be subject to the following conditions:
 - a. the candidate is not eligible for posts/functions to which they have already been assigned in the same Delegation;
 - b. the candidate is not eligible for a posting in a Delegation in which they have already served unless a minimum of two years would have elapsed between the start of the new posting and the end of a previous posting in that Delegation;
 - c. the candidate is not eligible for a third posting to the same Delegation, irrespective of the functions;
 - d. the candidate is not eligible for a second non-family, compound-confined posting unless a minimum of two years would have elapsed between the start of the new posting and the end of a previous non-family/compound-confined posting;
 - e. the candidate shall serve in Union Delegations for no more than two consecutive postings.

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

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

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

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

⁶ Decision ADMIN(2024) 20 of the High Representative of the Union for Foreign Affairs and Security Policy of 24/07/2024 on the periodic serving of Officials and Temporary Agents in Union Delegations.

- 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 years⁷.
2. Have gained at least **6 years full time professional experience**. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience.
- Candidates must indicate their level of education and professional experience on the application form.
3. Candidates shall provide a Certificate of administrative status, endorsement and reinstatement issued by the national diplomatic service/MFA of their Member State of origin, which contains at least the following elements:
- the post for which the candidate applies;
 - confirmation that the candidate is a staff member in active service in their national diplomatic service at the time of the application, either as a government official/civil servant or under a permanent employment relationship with the MFA; or that they have the same status/employment relationship at another national administration of their Member State and are on formal secondment to their MFA or an entity placed under the authority of the MFA such as an embassy, a permanent representation or a mission of the Member State accredited to an international organisation;
 - endorsement by the MFA of their application for the post;
 - a guarantee of immediate reinstatement at the end of their period of service with the EEAS, as required under Article 50b(2) of the CEOS.

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

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

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

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

Selection Criteria:

Candidates should have:

- **Formal education, training and/or equivalent experience**
Post-secondary education either in business administration, human resources management, finance or accounting and book-keeping or equivalent practical experience in these areas.
- **Proven and pertinent experience in the following specific areas:**
 - handling of staff matters, ideally as team leader;
 - tender procedures, preparation of contracts;
 - management of an annual operating budget, including preparation, adjustment and monitoring its execution; including financial commitments and payments
 - follow-up, adjustment and verification of the execution of the authorised budget;
 - knowledge of SUMMA, BudgDel, ARES, e-DAS, HR-HUB, e-EPC, ESDAP, IMMOGEST, MIPS, SYSPER and EU Learn (either as a user or having completed relevant training modules);
 - preparation of high-level missions from HQ logistically, protocol-wise and security-wise;
 - Delegation security management (support to the Delegation Security Coordinator) or in dealing with day-to-day security matters;
 - Management of large infrastructure projects will be a great asset.

⁷ The minimum of one year of professional experience required under (b) counts as an integral part of the above qualification and cannot be included in the professional experience required under point 2.

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.

- **Proven experience and/or training in team management and/or equivalent professional experience**
- **General skills and competencies**

Candidates should demonstrate:

- a sense of initiative, very good organisational skills and a service minded attitude;
- a capacity to assure quality, speed and accuracy in performing complex tasks in a multicultural environment;
- a proven experience and/or training in oral and written communication;
- computer literacy, and an ability to work with Windows applications.

- **Working languages**

- capacity to work in languages of the CFSP and external relations necessary for the performance of their duties (EN and FR).
- knowledge of the locally spoken language

- **The following elements would constitute an advantage**

- previous experience in a Delegation or a Representation as HoA or similar position.

TYPE AND DURATION OF CONTRACT FOR NEW TEMPORARY AGENTS

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

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

POSTING POLICY ⁹

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

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

For posts with a LCA¹⁰ of 25% or less, the posting will in principle be for 4 years.

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

For non-family postings¹¹ the duration is reduced to 2 years.

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

⁹ ADMIN(2024) 20: Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 24/07/2024 on the periodic serving of Officials and Temporary Agents in Union Delegations.

¹⁰ Living conditions allowance

¹¹ Countries presently designated as "non-family postings": Afghanistan, Burkina Faso, Central African Republic, Haiti, Iraq, Libya, Mali, Niger, Somalia, South Sudan, Syria and Yemen. In the case of relocated Delegations (e.g. Yemen) the posting will in principle be for 3 years.

CONDITIONS OF RECRUITMENT AND EMPLOYMENT

CONFLICT OF INTEREST AND SECURITY RISKS

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

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

MEDICAL CLEARANCE

Candidates selected for a posting shall be assigned or appointed on condition that they are fit to perform their duties in their future post of assignment in a Union Delegation.

To this end, candidates selected for a posting shall obtain a medical clearance within the conditions foreseen in Article 11 of the EEAS Rotation Decision.

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](#)¹².

The selected candidate should hold, or be in the position to obtain, a valid Personnel Security Clearance (hereafter, the PSC)¹³ 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.

¹² OJ C 263, 26 July 2023, p.16.

¹³ 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'."

The EEAS is committed to working with people with disabilities in the terms of the SR. If, by virtue of your medical condition or special needs, you require reasonable accommodation for a part or the entirety of this selection process, please send us an email to EEAS-AD-NON-MANAGEMENT-DELEGATIONS@eeas.europa.eu. Your request will be treated in strict confidence and no record will be kept. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Article 1(d)(4) of the SR.

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

APPLICATION AND SELECTION PROCEDURE¹⁴

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 duly filled (annex II). Candidates are invited to use the "Europass" CV format (<https://europa.eu/europass/en/create-europass-cv>) for their applications.

Candidates from the Member States will, in addition, have to upload a copy of their passport/ID and the certificate issued (within the past 6 months) by the MFA of their Member State of origin (annex I). Candidates will be informed of the progress of their application via email generated through the online system.

The closing date for the submission of applications is **10/09/2026 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:

AST-DEL@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.

¹⁴ 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.

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

If the successful candidate accepts the position, they will be expected to take up duties on the post. Consequently, their applications to other vacant posts within the EEAS will only be considered if the deadline for applications is less than six months from the end of this posting.

CONTACT:

For further information, please contact:

AST-DEL@eeas.europa.eu

For more information on the Head of Administration job, please contact the Support to Delegations Division, EEAS RM.BHR.6:

Mr. Daniel BARRAN SENIN - ☎ +32 2 584 2646

E-mail: daniel.barran-senin@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. Competition no.:
☐ Current EEAS/EC Contract Agent	☐ External
Current and former EU nationality/nationalities:	
Current and former non-EU nationality/nationalities:	(if not applicable, tick here) ☐
Current employer:	
Spouse/partner's EU nationality/nationalities:	(if not applicable, tick here) ☐
Spouse/partner's non-EU nationality/nationalities:	(if not applicable, tick here) ☐
Spouse/partner's professional activities:	(if not applicable, tick here) ☐
Dependents' nationality/nationalities:	(if not applicable, tick here) ☐

Position(s) applied for:

Job number(s):

Delegation(s):

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/these position(s)?

YES ☐ NO ☐

If yes, please detail for each position:

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. REF.ARES(2026)7393594, Job No 522121; REF.ARES(2026)7416194, Job No 522103. Vacancy notice 2026/109, Job no. 223300.
Dokumento registracijos data ir numeris	2026-07-29 Nr. (76.2.5E)S76-797
Dokumento gavimo data ir dokumento gavimo registracijos numeris	2026-07-29 Nr. G-1985
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	2026-07-28 17:03:37 (GMT+03:00)
Parašo formatas	XAdES-X-L
Laiko žyme nurodytas laikas	2026-07-28 17:03:43 (GMT+03:00)
Informacija apie sertifikavimo paslaugų teikėją	ADIC CA ECC, Asmens dokumentu israsymo centras prie LR VRM LT
Sertifikato galiojimo laikas	2024-06-26 10:17:04 – 2028-06-25 10:17:04
Informacija apie būdus, naudotus metaduomenų vientisumui užtikrinti	"Registravimas" paskirties metaduomenų vientisumas užtikrintas naudojant "RCSC IssuingCA-2, VI Registru Centras - i.k. 124110246 LT" išduotą sertifikatą "Dokumentų valdymo sistema Avilys, Lietuvos Respublikos užsienio reikalų ministerija, i.k. 188613242 LT", sertifikatas galioja nuo 2024-12-18 10:59:02 iki 2027-12-18 10:59:02 "Gauto dokumento registravimas" paskirties metaduomenų vientisumas užtikrintas naudojant "RCSC IssuingCA-2, VI Registru Centras - i.k. 124110246 LT" išduotą sertifikatą "DBSIS, Informatikos ir ryšių departamentas prie Lietuvos Respublikos vidaus reikalų ministerijos, i.k.188774822 LT", sertifikatas galioja nuo 2025-05-16 11:31:08 iki 2028-05-15 11:31:08
Pagrindinio dokumento priedų skaičius	7
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 (2026-07-30 15:32:13)
Paieškos nuoroda	–
Papildomi metaduomenys	Nuorašą suformavo 2026-07-30 15:32:13 DBSIS