

## EUROPEAN EXTERNAL ACTION SERVICE



DG Resource Management  
The Director-General

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

### ***Ambassadors Extraordinary and Plenipotentiary Permanent Representatives of the EU Member States***

Your Excellencies,

It is my pleasure to inform you that the EEAS is launching the 2027 Rotation Exercise, both for the management posts (**Ambassadors and Deputy Heads of Delegation**) and for the non-management posts (**Heads of Section, Political Officers and Political & Administration Officers**).

Please find attached the vacancy notices with the lists of posts, the EEAS Rotation Decision and the guidelines for applying. I would be grateful for your support in ensuring that these documents are brought to the attention of potential applicants through your usual information channels.

The deadline for submitting applications is **Thursday, 10 September 2026 at 12.00 CET**.

Only applications submitted via the online [e-Application](#) system will be accepted.

The selection procedures will be organised as swiftly as possible after the deadline. HR services in the EEAS will make sure to keep candidates informed about the progress of their application throughout the process.

The EEAS 2027 Rotation Exercise is now launched. We hope to see many able candidates from the diplomatic services of the Member States applying for the opportunities on offer in the 2027 Rotation Exercise.

Yours faithfully,

Kristin de PEYRON

cc: Ms Belén Martínez Carbonell, Mr Olof Skoog, Mr Charles Fries, Mr Matti Maasikas (EEAS);  
Ms Thérèse Blanchet (GSC);  
Ms Ilze Juhansone (SG); Mr Koen Doens (INTPA);  
Mr Gert Jan Koopman (DG ENEST); Mr Michael Karnitschnig (DG MENA);  
Mr Maciej Popowski (DG ECHO); Ms Ditte Juul-Jørgensen (DG TRADE);  
Mr Stephen Quest (DG HR);  
Mr Peter Wagner (FPI); EU Institutions HR Contact Points.





## **EUROPEAN EXTERNAL ACTION SERVICE (EEAS)**

### **Management positions at EU Delegations**

#### **Vacancy Notices ROTATION 2027**

The European External Action Service (EEAS) is looking for individuals for posts of Head of Delegation or Deputy Head of Delegation, which will become vacant in the context of the 2027 rotation exercise.

The European Union currently has 145 delegations, eight of which are to international organisations. In all, more than 440 officials and more than 2400 other staff are currently serving in these Delegations.

The work of a Delegation varies from country to country but, in general, covers political matters, trade, press and information, aid management and the external aspects of internal EU policies.

The EU Delegations are placed under the authority of the High Representative of the Union for Foreign Affairs and Security Policy, who is also Vice President of the European Commission.

All positions are available as from 1 September 2027 unless otherwise indicated. The length of the post is indicated in the respective heading. However, the length is always subject to the evolution of the living and working conditions (LCA) in the respective post.

Within this rotation, a total of 30 Heads of Delegation and 10 Deputy Heads of Delegation posts are published. Below you can find the general description of the main tasks and duties on the function of Head of Delegation and Deputy, followed by general selection criteria. You will find more detailed information on the post or/and eventual specific requirements for the posts in the list with posts available.

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| <b>GENERAL INFORMATION</b> |
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For the legal base, the general and specific eligibility criteria, the application and selection procedure, as well as the conditions of employment and recruitment, please refer to the Decision of the High Representative for Foreign Affairs and Security of 1 July 2024 on the periodic service of officials and temporary agents in Union Delegations (ADMIN (2024) 20), the Decision of the High Representative for Foreign Affairs and Security of 10 July 2023 on the Consultative Committee on Appointments to the European External Action Service (ADMIN(2023) 25), as well as the "Guidelines for the 2027 Rotation exercise – AD posts in EU delegations (external publications)".

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| <b>HEAD OF DELEGATION – main tasks and duties</b> |
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The Head of Delegation of the European Union assists the High Representative and the Commission in fulfilling their mandates in the field of external relations and, in general, has the following tasks:

- To represent the EU, to ensure the EU local coordination, and to ensure a high degree of consistency between the different areas of the EU's external actions and between these and its other policies;
- To ensure bilateral or multilateral relations, notably in the political, economic, commercial, security and development cooperation fields and to carry out and promote regular political dialogue or negotiate on behalf of the European Union;
- To pursue the EU's policies and their local coherence in all areas, to promote and protect the EU's interests and values, and to promote the visibility of the EU by carrying out press, information and communication activities, including public diplomacy;
- To maintain contacts, exchange information and coordinate with Member States in the implementation of EU policies and to report regularly to the Headquarters of the EEAS and the Commission, as appropriate, on all matters covered by his/her mandate and maintain relations with other EU institutions as well as any regional and international organisations;
- To provide advice to the Headquarters of the EEAS and to the Commission as appropriate on policy issues and developments arising within the framework EU-bilateral or multilateral relations;
- To play an important role with Headquarters (EEAS/INTPA/ENEST/MENA) in the implementation of the multi-yearly programming for the 2021/2027 Financial Perspective in countries where the EU has a cooperation programme;
- To ensure sound management of the Delegation, including, financial management and correct application of the existing rules concerning the security of individuals (including the families of expatriated staff), goods and property, as well as information; manage crises and ensure continuity of Delegation operations, including in the framework of business continuity.
- To ensure effective people management and support the EEAS in further professionalising human resources policies and its management culture, including cultivating a respectful working environment.

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| <b>DEPUTY HEAD OF DELEGATION – main task and duties</b> |
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The Deputy Head of Delegation of the European Union assists the Head of Delegation in carrying out his/her tasks as described above, provides advice and support to the Head of Delegation in all key areas and represents him/her in his/her absence. In particular, the Deputy Head of Delegation assists the Head of Delegation in the management of all staff and financial resources.

More specifically, the Deputy Head of Delegation:

- Ensures efficient overall operation of the Delegation by co-ordinating the Delegation's work across all sections and ensures implementation and follow-up of key sectoral, thematic and horizontal tasks;
- Provides guidance and support to the administration section, including security issues;
- Ensures a well-functioning administration of the Delegation, including sound contractual and financial management respecting relevant standards, instructions, rules and regulations within the framework of the sub-delegation of powers as authorising officer and on behalf/in substitution of the Head of Delegation;
- Oversees the preparation of the administrative budget with the Administrative Section and HOD;

- Oversees all procedures related to the implementation of the administrative budget; visa of reports on administrative expenditures (HOD signature);
- Acts as authorising officer by sub-delegation for administrative expenditures.

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| <b>SELECTION PROCESS</b> |
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## **1. PRE-SELECTION PHASE**

The applications of the candidates will be screened in the pre-selection phase according to the following general selection criteria and the specific criteria/requirements mentioned under the vacant posts listed below.

Those eligible candidates who best meet the selection criteria on the basis of the requirements of the post shall be invited to an interview by the panel.

### 1. General skills and competencies

- Have an excellent ability to maintain diplomatic relations at a senior level and to ensure representation, communication and management in a complex, multicultural environment;
- Have an excellent capacity to play a lead role in negotiations in the field of external relations with national authorities, international organisations and EU Member States;
- Have strong communication and analytical skills combined with sound judgement;
- Have proven experience in leading and motivating teams, particularly in a multi-disciplinary and multi-cultural environment;
- Have good knowledge and/or experience in budgetary, administrative and financial management.

### 2. Knowledge/experience in functioning of the European Union

- Have excellent knowledge of the external relations, internal policies and functioning of the Union;
- Have proven experience in and knowledge of CFSP and CSDP-related issues;

### 3. Regional knowledge and language skills

- Have proven experience in and knowledge of the key areas of activity of the Delegation;
- Have the language skills required for a specific post;

Furthermore,

- Candidates must be able to work in a different socio-cultural environment and to adapt quickly to evolving situations.
- Experience in working in a Delegation or an Embassy, an international organisation, or significant experience of external relations in the field, including CSDP missions, would be a strong asset.

## 2. INTERVIEW PHASE

Candidates who have been pre-selected will be interviewed by a dedicated selection panel on the general criteria and the specific criteria relevant for the post. Candidates shortlisted after the interview who have not yet been a Head of Delegation of the European Union or a Deputy Head of Delegation classified as management posts, will have to undergo an individual assessment of their management skills by an external independent consultant (Assessment Centre – please see the attached Guidelines and practical Guide on the use of Assessment Centre in selection procedures for management positions in the EEAS). Several behavioural competencies from the EEAS competency framework will be assessed by an external consultant. The dedicated panels will decide on the final shortlist based on the profile, the interview and the assessment centre results (if applicable).

The selection panel will recommend a shortlist of candidates to the appointing authority (AIPN).

The High Representative, in accordance with Article 95(2) of the Staff Regulations, submits the list of shortlisted candidates for each post of Head of Delegation and Deputy Head of Delegation to the College of Commissioners, on the basis of the recommendation of the interview panels.

For Heads of Delegation, the Appointing Authority (AIPN) is the High Representative. For Deputy Heads of Delegation, the Appointing Authority is the Director for Budget and Human Resources.

Once the College of Commissioners has agreed on the shortlists, the High Representative can make her decision. An interview with the AIPN may be part of the selection process.

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| <b>HEADS OF DELEGATION POSTS</b> |
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Below are the Heads of Delegation posts that are available in this Rotation.

### **A. SENIOR MANAGEMENT**

#### **1. Head of Delegation to UN New York (REF: EEAS/2027/HOD-UN NY) – 4-year posting Grade: EEAS AD15-16/TA AD15**

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 60 staff, of whom 36 are officials/temporary agents/SNEs) and financial resources (an administrative budget of approximately €8.5 M).

The Head of the EU Delegation in New York represents the EU at the UN headquarters as well as vis-à-vis the Permanent Missions of the EU's Member States and third countries, civil society organisations, and other stakeholders. She/he is entrusted with ensuring the unity, consistency and effectiveness of the EU's multilateral action, strengthening the EU-UN strategic partnership, and operationalising the EU's commitment to effective multilateralism.

The key areas of activity of the Delegation are political matters (including matters related to peace and security, sustainable development, migration, humanitarian action, and human rights as well as legal matters, UN reform and the UN system's budget), external aspects of internal EU policies and trade-related issues and press and information. The Delegation coordinates the EU27 Member States and delivers EU statements on their behalf on most if not all these matters.

The Delegation maintains relations with the Security Council, General Assembly and other UN structures and bodies, the UN Secretariat, as well as New York based agencies, funds and programmes such as UNDP, UN Women, UNICEF and UNFPA.

The candidate should have multilateral experience, preferably with the UN.

Good knowledge of French is an asset.

Place of employment: New York, USA

**2. Head of Delegation to Bosnia and Herzegovina/EUSR (REF: EEAS/2027/HOD-BOSNIA AND HERZEGOVINA / EUSR) – 4 year posting**  
**Grade: EEAS AD14-15/TA AD14**

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 89 staff, of whom 11 are officials, temporary agents or contract agents and in his/her capacity as EUSR a further 62 staff of whom 13 international staff). He/she also manages financial resources (an administrative budget of €6M for the Delegation and around €5.4M for the EUSR). Further, under the Instrument for Pre-accession Assistance the Delegation is responsible for implementing programmes amounting up to approximately €70M a year.

The key areas of the Delegation's work are the political and security fields (including CFSP and CSDP), governance and functionality, rule of law and economic affairs, the enlargement strategy and the Stabilisation and Association Process, as well as implementation and management of the EU financial assistance portfolio. Liaison with all relevant EU actors, including Member States and the EUFOR Althea military mission, as well as international partners, is particularly important.

Knowledge of local languages and knowledge of the region is an asset.

Place of employment: Sarajevo, Bosnia and Herzegovina

**3. Head of Delegation to Ukraine (REF: EEAS/2027/HOD-UKRAINE) – 3 year posting**  
**Grade: EEAS AD14-15/TA AD14**

The Head of Delegation is responsible for the management of all staff (EEAS and Commission: 109 staff of whom 24 are officials/temporary agents/SNEs) and financial resources (an administrative budget of approximately €6.9M, as well as financial cooperation activities under various instruments such as the European Neighbourhood Instrument, the Instrument contributing to Stability and Peace and the European Instrument for Democracy and Human Rights.)

The Head of Delegation represents the EU in Ukraine and ensures regular contacts with the Ukrainian authorities at the highest political level. The Head of Delegation contributes to the EU's response to the Russian military aggression against Ukraine, including the provision of assistance to Ukraine. He/she ensures coordination with like-minded partners on the ground to this end. He/she coordinates the implementation of the EU policies towards Ukraine on the ground, driven notably by Ukraine's candidate status, the continued implementation of the EU-Ukraine Association Agreement, including its Deep and Comprehensive Free Trade Area, as well as the continued implementation by Ukraine of the Visa Liberalisation Action Plan benchmarks. The key areas of reforms and approximation by Ukraine to the EU acquis, where the Delegation facilitates the efforts of the Ukrainian authorities and oversees EU assistance programmes, include: the reform of the judiciary, fight against corruption, human rights, the reform of the law enforcement and security sectors, economic and trade issues, and sectoral cooperation, including a strong focus on digital and green transition.

Languages: Knowledge of Ukrainian and/or Russian is an asset.

Place of employment: Kyiv, Ukraine

## **B. MIDDLE MANAGEMENT**

### **(a) AFRICA**

#### **1. Head of Delegation to Central African Republic (REF: EEAS/2027/CENTRAL AFRICAN REPUBLIC) – 2 year posting Grade: EEAS AD9-14/TA AD12**

The Head of Delegation is responsible for the management of all staff (EEAS and Commission: 14 staff, of whom 8 are officials/temporary agents) and financial resources (an administrative budget of approximately €3.8M).

In addition, the Head of Delegation is responsible for the management of the bilateral development cooperation, financed in particular through the NDICI 2021-2027 (initial allocation of €172M for 2025-2027); and projects under the Rapid response mechanism (€10M).

The key areas of activity of the Delegation are political, press and information matters, public diplomacy, development (basic services, resilience, jobs creation) and humanitarian assistance, peace/reconciliation and security issues, incl. security sector reform, good governance/democratization, rule of law and human rights, elections related issues. StratCom work is also very relevant, combining media engagement, representation and creative use of social media and local amplifiers to strengthen the EU's visibility and influence. The Delegation work includes domestic dialogue/facilitation/mediation, via through regular contacts with the main political forces and with civil society stakeholders, as well as close cooperation with regional and international actors (AU/ECCAS/UN). The Delegation is also responsible for the coordination of consular affairs with resident (only FR), and non-resident MS. In addition to CAR, the Delegation is accredited to CEMAC (Communauté économique et monétaire de l'Afrique centrale). The work of the delegation contributes to the HRVP's priority of building and consolidating partnerships.

Experience with EU CSDP will be an asset.

Very good knowledge of French is an essential requirement.

Place of employment: Bangui, Central African Republic

#### **2. Head of Delegation to the Republic of the Congo (REF: EEAS/2027/HOD-REPUBLIC OF CONGO) – 3 year posting Grade: EEAS AD9-14/TA AD12**

The Head of Delegation is responsible for the management of all staff (EEAS and Commission: 32 staff, of whom 7 are officials/temporary agents) and financial resources (an administrative budget of approximately €3.6M and an operational budget of approximately €20M per year).

The key areas of activity of the Delegation are political relations - including regional and multilateral issues -, press and information matters, co-operation with associated policy dialogue, support to national reforms and capacity building activities, and support to human rights and civil society. StratCom work is also very relevant, combining media engagement, representation and creative use of social media and local amplifiers to strengthen the EU's visibility and influence.

The Head of Delegation is responsible for the management of the bilateral development cooperation, driven by the Global Gateway strategy, promoting a "Team Europe" approach, roping EIB and Member States initiatives, and aimed at supporting structuring sectors, including energy, infrastructure, logistical corridors, forest, and governance through digitalisation. Furthermore s/he manages a considerable portfolio of thematic budget lines such as the European Instrument for Democratisation and Human

Rights. The Head of Delegation conducts an active public diplomacy. The work of the delegation contributes to the HRVP's priority of building and consolidating partnerships.

Very good knowledge of French is an essential requirement.

Place of employment: Brazzaville, Republic of the Congo

**3. Head of Delegation to Djibouti (REF: EEAS/2027/HOD-DJIBOUTI) – 3 year posting**  
**Grade: EEAS AD9-14/TA AD12 - post available as of 1 January 2028**

The Head of Delegation is responsible for the management of all staff (EEAS and Commission: 31 staff, of whom 6 are officials/temporary agents) and financial resources (an administrative budget of approximately €2.6M and an operational budget of €135 M, in addition to several regional / multicounty projects that are of relevance to and/or of which Djibouti is part.

The key areas of activity of the Delegation are political CFSP/CSDP including cooperation with Operations ASPIDES and ATALANTA, the EPF, development cooperation and assistance (including several Global Gateway projects) supported through NDICI and FPI, trade, economic reform and governance, press and information, crisis management, migration and regional integration. StratCom work is also very relevant, combining media engagement, representation and creative use of social media and local amplifiers to strengthen the EU's visibility and influence.

Djibouti has grown into a key partner for the EU's maritime operations in the Red Sea and Northwestern Indian Ocean which are of key importance for the EU. Facilitating ASPIDES and ATALANTA notably in their relations with Djibouti but also in the wider region and building the EU's maritime security partnership with Djibouti through EPF, FPI and NDICI assistance, will be a key priority for the Delegation. Beyond bilateral relations, a strong focus on regional issues is expected as the Delegation is responsible for relations with IGAD, and where Djibouti is a key driver of IGAD, AU, regional mediation efforts and regional cooperation, including the Horn of Africa Initiative. The work of the delegation contributes to the HRVP's priority of building and consolidating partnerships.

Very good knowledge of French is an essential requirement.

Place of employment: Djibouti, Djibouti

**4. Head of Delegation to Ethiopia (REF: EEAS/2027/HOD-ETHIOPIA) – 3 year posting**  
**Grade: EEAS AD9-14/TA AD12**

The Head of Delegation is responsible for the management of all staff (EEAS and Commission: 76 staff, of whom 12 are officials/temporary agents) and financial resources (an administrative budget of €6M and an operational budget of a total value of up to €900M).

The key areas of activity of the Delegation are political relations - including in the framework of the Strategic Engagement signed in 2016 -, press and information matters, the Global Gateway framework (in areas like green energy, digitalisation, agribusiness as well as health), migration, support to national reforms and capacity building activities, and support to human rights and civil society. StratCom work is also very relevant, combining media engagement, representation and creative use of social media and local amplifiers to strengthen the EU's visibility and influence. The Head of Delegation should also ensure close coordination with Member States, international financial institutions, UN agencies and other development partners to maximise the impact and coherence of EU engagement. Emphasis should be placed on supporting conflict prevention and resilience-building efforts.

Ethiopia, the second most populated country in Africa, is a key partner for the EU in the Horn of Africa and more broadly on the continent. Its overall stability, territorial integrity, as well as peaceful

development and realising its economic development potential, are key for Ethiopia, the region and for the EU. Attention should be paid to the political and security situation and dynamics within Ethiopia and in the Horn of Africa region. The work of the delegation contributes to the HRVP's priority of building and consolidating partnerships.

Very good knowledge of English is an essential requirement.

Place of employment: Addis Ababa, Ethiopia

**5. Head of Delegation to Gabon and to Sao Tome e Principe (REF: EEAS/2027/HOD-GABON) – 3 year posting**  
**Grade: EEAS AD9-14/TA AD12**

The Head of Delegation is responsible for the management of all staff (EEAS and Commission: 20 staff, of whom two are officials/temporary agents) and financial resources (administrative budget of approximately €2.45M, and two Multi-Annual Indicative Programmes 2021-2027 of €16,5M for Gabon and €20M for São Tomé e Príncipe in cooperation with the EU Delegation in Cameroon as regional hub). The Delegation also manages thematic budget lines such as the European Instrument for Democracy and Human Rights.

The Delegation's main areas of activity are bilateral political relations (including human rights, rule of law, governance, peace and stability), external aspects of EU internal policies (in particular fisheries and maritime security, environment and forestry, climate change and trade), dialogue on multilateral issues of common interest, business relations, and development cooperation. The Delegation plays a key role in public diplomacy, communicating about the EU and its policies and promoting a cultural diplomacy agenda. StratCom work is also very relevant, combining media engagement, representation and creative use of social media and local amplifiers to strengthen the EU's visibility and influence.

The Delegation is also accredited to the Economic Community of Central African States (ECCAS). It manages political relations with ECCAS and facilitates the monitoring of cooperation programmes (notably the Regional Indicative Programme for Sub-Saharan Africa under the NDICI), for which the Delegation in Cameroon is responsible. The work of the delegation contributes to the HRVP's priority of building and consolidating partnerships.

Very good knowledge of French is an essential requirement. Portuguese is an asset.

Place of employment: Libreville, Gabon

**6. Head of Delegation to Mauritania (REF: EEAS/2027/HOD-MAURITANIA) – 3 year posting**  
**Grade: EEAS AD9-14/TA AD12**

The Head of Delegation is responsible for the management of all 38 staff (of whom 5 are officials / temporary staff) from the EEAS, DG INTPA, DG MARE, DG HOME and DG ECHO. At least two additional staff from a planned CSDP initiative is expected to be hosted in the Delegation too - although these are not formally part of the Delegation, they are subject to the political guidance of the Head of Delegation who ensures the overall consistency of EU action in Mauritania.

Most of the cooperation programmes are expected to be managed from the regional hub in Dakar, but the Head of Delegation in Nouakchott remains the authorising officer for these funds (INTPA) as well as for the Delegation's administrative funds (EEAS).

The key areas of the Delegation's work are political matters (including human rights and governance), peace and security, trade and economic relations, cooperation programmes (energy, agriculture, digitalisation and health) and budget support, as well as external aspects of other Union policies (in

particular fisheries and migration). The Head of Delegation needs to demonstrate flexibility and openness when engaging with authorities on governance and sensitive issues such as human rights. StratCom work is also very relevant, combining media engagement, representation and creative use of social media and local amplifiers to strengthen the EU's visibility and influence. The work of the delegation contributes to the HRVP's priority of building and consolidating partnerships.

Very good knowledge of French is an essential requirement. Some knowledge of Arabic would be an asset.

Place of employment: Nouakchott, Mauritania

**7. Head of Delegation to Mauritius and Seychelles (REF: EEAS/2027/HOD-MAURITIUS) – 4 year posting**

**Grade: EEAS AD9-14/TA AD12**

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 36 staff, of whom 8 are officials/temporary agents), based at the Delegation in Mauritius and financial resources (an administrative budget of approximately €1.9M; cooperation budget of approximately €11M over the 2 countries for the period 2021-2027). The delegation hosts dedicated trade and fisheries attachés.

The key areas of activity of the Delegation are political and co-operation matters, including promotion of maritime security and fight against piracy, trade relations, sectoral policy dialogue in areas such as climate change, environment, energy and migration, tax administration, regional integration, connectivity and fisheries, including the negotiation of fisheries partnership agreements. StratCom work is also very relevant, combining media engagement, representation and creative use of social media and local amplifiers to strengthen the EU's visibility and influence.

Mauritius is a key partner on issues such as maritime security, climate change, and environmental protection, fisheries and ocean governance, green transition and renewable energies. It has important potential as an ally for reform in the African Union and African regional organizations.

Mauritius is a member and hosts the Secretariats of the Indian Ocean Commission (IOC) and of the Indian Ocean Rim Association (IORA). Seychelles is also an important partner in the blue economy, maritime security and fisheries. Seychelles and the EU also cooperate, both domestically and in global forums—most notably in co-chairing the High Ambition Coalition for the Biodiversity Beyond National Jurisdiction (BBNJ) Treaty. Both countries have often been aligned with the EU in multilateral settings (UN) but are intensely courted by other players such as Russia and India. The work of the delegation contributes to the HRVP's priority of building and consolidating partnerships.

Very good knowledge of English and French is an essential requirement.

Place of employment: Port Louis, Mauritius

**8. Head of Delegation to Namibia (REF: EEAS/2027/HOD-NAMIBIA) – 4 year posting**  
**Grade: EEAS AD9-14/TA AD12**

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 23 staff, of whom 5 are officials/temporary agents) and financial resources (an administrative budget of approximately €865,814 and an average annual budget of €15M for development cooperation (NIP as well as regional and thematic/horizontal programmes).

The key areas of the Delegation's work are political matters (including human rights and governance), trade and economic relations, cooperation programmes including global gateway (in particular in

relation to the Strategic Partnership on sustainable raw materials value chains and renewable hydrogen), as well as external aspects of other Union policies (e.g. fisheries and migration). StratCom work is also very relevant, combining media engagement, representation and creative use of social media and local amplifiers to strengthen the EU's visibility and influence.

Namibia's political stability, democratic governance, strong potential in oil and gas and renewables and promising economic outlook make it a valuable partner for the EU in Southern Africa, but at the same time it remains an economically and environmentally fragile country, with high inequality, youth unemployment and food insecurity and limited regional influence.

Relations with the EU have fluctuated in recent years, with difficult political engagement, but good results in cooperation on trade, green transition, energy and critical raw materials. Namibia is a key partner for Team Europe in realising Global Gateway, as well as on multilateralism, with a visible profile on climate change, Women, Peace and Security, and the Pact for the Future. The work of the delegation contributes to the HRVP's priority of building and consolidating partnerships.

Very good knowledge of English is an essential requirement.

Place of employment: Windhoek, Namibia

**9. Head of Delegation to Sierra Leone (REF: EEAS/2027/HOD-SIERRA LEONE) – 3 year posting**  
**Grade: EEAS AD9-14/TA AD12**

The Head of Delegation is responsible for the management of all staff (EEAS and Commission: 42 staff, of whom 8 are officials/temporary agents) and financial resources (an annual administrative budget of approximately €1.92M), in close cooperation with the future regional hub in Abidjan (4 staff are expected to move to the hub for Sierra Leone, and 2 to join HQ). The Delegation is responsible for the implementation of EU bilateral funding (€245M under the 2021-2027 MIP), and numerous projects funded by various EU thematic budget lines and West Africa regional projects.

Sierra Leone is one of the world's most aid-dependent countries. Despite progress since the end of the civil war in 2002, the Human Development Index ranks Sierra Leone 181/189 (2019) and places it amongst the 10 least developed countries in the world. The key areas of the Delegation are political matters (including human rights, peace and stability, reconciliation and governance); trade and economic relations; cooperation programmes (main areas: governance, education, agriculture and infrastructure); as well as external aspects of the Union policies (in particular fisheries). StratCom work is also very relevant, combining media engagement, representation and creative use of social media and local amplifiers to strengthen the EU's visibility and influence. The work of the delegation contributes to the HRVP's priority of building and consolidating partnerships.

Very good knowledge of English is an essential requirement.

Place of employment: Freetown, Sierra Leone

**10. Head of Delegation to South Sudan (REF: EEAS/2027/HOD-SOUTH SUDAN) – 2 year posting**  
**Grade: EEAS AD9-14/TA AD12**

The Head of Delegation is responsible for the management of the Diplomatic Presence Delegation (DPD) with a Deputy Head of Mission/Head of Administration, and four local staff.

The Head of Delegation is responsible for providing advice to Headquarters as appropriate on policy issues and developments arising within the framework of the bilateral relations; to maintain contacts,

exchange information and coordinate with Member States accredited in the country on the implementation of EU policies; to carry out press, information and communication activities as well as public diplomacy.

The key areas of activity of the Delegation are political (supporting the peace process and implementation of the Revitalised Agreement on Resolution of the Conflict in South Sudan/R-ARCSS), democracy, human rights and governance issues (including support for civil society and accountability, anti-corruption and economic reform), development (support to rural development and food security, health and education), and humanitarian (providing humanitarian support to high numbers of Internally Displaced Persons, providing food assistance to significant numbers suffering from famine or malnutrition). StratCom work is also very relevant, combining media engagement, representation and creative use of social media and local amplifiers to strengthen the EU's visibility and influence. The work of the delegation contributes to the HRVP's priority of building and consolidating partnerships.

Experience in peace processes is an advantage. Prior experience of hardship posts and experience in the region is an asset.

Compound based posting. Family members are not, at the present time, permitted to join staff at the Delegation in South Sudan.

Very good knowledge of English is an essential requirement.

Place of employment: Juba, South Sudan.

#### **11. Head of Delegation to Uganda (REF: EEAS/2027/HOD-UGANDA – 4 year posting Grade: EEAS AD9-14/TA AD12**

The Head of Delegation is responsible for the management of all staff (EEAS and Commission: 56 staff, of whom 8 are officials/temporary agents) and financial resources (an administrative budget of approximately €3.7M and an operational budget (MIP 2021-27) of approximately €540M). The ECHO Office, with two expatriate staff, is co-located with the Delegation, which is moving to a new office building during first half of 2027.

The key areas of the Delegation's work are political matters (including human rights and governance), trade and economic relations, cooperation programmes most importantly on three priority areas – job creation, green transition and good governance and social inclusion – including several Global Gateway programmes and often in Team Europe configuration; positioning the EU as a predictable and reliable partner to Uganda. StratCom work is also very relevant, combining media engagement, representation and creative use of social media and local amplifiers to strengthen the EU's visibility and influence. The work of the delegation contributes to the HRVP's priority of building and consolidating partnerships.

The delegation coordinates and proactively engages with EU Member States (including non-resident) along the lines and potential of EU common foreign and security policy; reporting on political developments of interest for the EU. Special attention is to be devoted to diplomacy and Uganda's regional engagement and foreign policy; Uganda is a member of the East African Community (common market) and of the Great Lakes region, and the promotion of regional security and economic development is relevant for the EU (as is the promotion of African Union – European Union cooperation). Uganda is a key actor in AU policy in Somalia, and overall, a central interlocutor and stakeholder regarding peace prospects in the Horn of Africa, the Great Lakes, the Central African Republic, and South Sudan/Sudan. The peace-development-humanitarian nexus is of particular interest in Uganda, which remains a major host of African refugees.

Very good knowledge of English is an essential requirement.

Place of employment: Kampala, Uganda

**12. Head of Delegation to Zambia (REF: EEAS/2027/HOD-Zambia) – 4 year posting**  
**Grade: EEAS AD9-14/TA AD12**

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 52 staff, of whom 10 are officials/temporary agents/SNEs) and financial resources (an administrative budget of approximately €2.7M); the delegation is responsible for the implementation of a large development programme €512M under the NDICI-GE for the period 2021-2027.

The key areas of the Delegation are political matters (bilateral relations, close coordination within the SADC region, Africa and at multilateral level), trade and economic relations, public diplomacy/communication, regional economic integration with COMESA as well as external aspects of the Union policies. StratCom work is also very relevant, combining media engagement, representation and creative use of social media and local amplifiers to strengthen the EU's visibility and influence. The work of the delegation contributes to the HRVP's priority of building and consolidating partnerships.

Thematically, the main goals are to deepen cooperation with Zambia on issues such as implementation of the Global Gateway Strategy (e.g. Lobito Corridor), critical raw materials partnership, sustainable growth, governance, including fight against corruption and rule of law, among others. The Head of Delegation in Zambia is also the EU representative to COMESA; therefore the Delegation is also responsible for the relations and cooperation with the organisation, which is based in Lusaka.

Very good knowledge of English is an essential requirement.

Place of employment: Lusaka, Zambia

**(b) AMERICAS**

**1. Head of Delegation to Costa Rica (REF: EEAS/2027/HOD-COSTA RICA) – 4 year posting**  
**Grade: EEAS AD09-14/TA AD12**

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 41 staff, of whom 7 are officials/temporary agents) and financial resources (an administrative budget of approximately €1.8M and cooperation portfolio under various instruments approx. €14 M for bilateral programmes, and additional regional programmes).

Costa Rica has a long-standing commitment to democracy, human rights and multilateralism. It is an important partner for the EU in Central America, and in multilateral affairs it is an influential player when it comes to key areas of the green agenda. Relations with Costa Rica are largely developed within the regional framework of the EU-Central America Association Agreement. The two sides have also concluded a Memorandum of Understanding, which foresees annual bilateral consultations.

The key areas of activity of the Delegation are political affairs, press information and public diplomacy, trade and economics, governance, human rights and sustainable and inclusive development. The external aspects of EU policies (such as climate action, environment, digitalisation, blue governance, migration, taxation, anti-money laundering/counter terrorism financing) are also part of the Delegation's core business.

Good knowledge of Spanish is an essential requirement.

Place of employment: San Jose, Costa Rica

## **(c) ASIAPAC**

### **1. Head of Delegation to Cambodia (REF: EEAS/2027/HOD-CAMBODIA) – 4 year post Grade: EEAS AD09-14/TA AD12**

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 41 staff, of whom 8 are officials/temporary agents/SNEs) and financial resources (an administrative budget of approximately €1.4M, and a total amount of external assistance of €235M for 2021-2027 under the Neighbourhood, Development and International Cooperation Instrument).

The key areas of activity of the Delegation are political matters, external assistance, trade, as well as external aspects of Union policies: development cooperation, human rights, climate change, energy, environment and IUU.

Place of employment: Phnom Penh, Cambodia

### **2. Head of Delegation to the Pacific Region/Fiji (REF: EEAS/2027/HOD-FIJI) – 3 year posting Grade: EEAS AD09-14/TA AD12 - post available as of 1 January 2028**

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 76 staff in total located in the Fiji regionalised Delegation and its office in New Caledonia, of whom 37 are officials/temporary agents) an operational budget of approximately €832M distributed across 146 projects and an administrative budget of approximately €3.2M per year.

The Head of Delegation is accredited as Ambassador to 13 Pacific Island Countries. The key areas of activity of the Delegation are political and policy dialogue with these 13 countries and regional organisations, Member States coordination, and the development of economic, business and trade relations. As the Delegation serves as a regional hub, the management of aid at bilateral and regional level covers 14 countries, including Papua New Guinea, and 3 Pacific Overseas Countries and Territories (OCTs), including coordination with all stakeholders (governments, civil society, international and regional organisations, multilateral development banks) and other development partners.

Place of employment: Suva, Fiji.

## **(d) EURCA**

### **1. Head of Delegation to Armenia (REF: EEAS/2027/HOD-ARMENIA) – 4 year posting Grade: EEAS AD09-14/TA AD12**

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 34 staff, of whom 7 are officials/temporary agents/SNEs) and financial resources (an administrative budget of approximately €1.3M and a yearly allocation for bilateral cooperation of around €45M (co-operation portfolio of around €180M for the period 2021-2024).

The key areas of activity of the Delegation concern EU-Armenia relations as framed by the Comprehensive and Enhanced Partnership agreement (CEPA) and the Eastern Partnership. These include political, economic and trade relations, cooperation in various sectors, and external assistance programmes, in particular to support democratic reforms, good governance, local development, and green and digital transition. The Delegation supports efforts of the EU Special Representative for the South Caucasus and the crisis in Georgia contributing to conflict-resolution and confidence-building. The Delegation promotes EU values and principles such as democracy, human rights, fundamental freedoms and the rule of law, and ensures coherence between relevant EU policies such as trade, visa

policy, transport, climate action and their external aspects. The Delegation aims to maintain and develop cooperation with authorities, civil society, EU Member States and international organisations.

Knowledge of Russian is an asset.

Place of employment: Yerevan, Armenia

**2. Chargé d'affaires to Belarus (REF: EEAS/2027/HOD-BELARUS) – 4 year posting**  
**Grade: EEAS AD09-14/TA AD12**

The Chargé d'affaires is responsible for management of all staff (EEAS and Commission: 33 staff, of whom 9 are officials/temporary agents/SNEs) and financial resources (an administrative budget of approximately €1.4M, as well as co-operation programmes of around €30M per year).

The key areas of activity of the Delegation are political matters, including human rights and sanctions issues, economic issues, as well as external aspects of Union policies (trade, visa policy, climate change, energy, science & technology, transport). Following the falsification of August 2020 presidential elections, the subsequent wave of repression and the involvement of Belarus in Russia's aggression against Ukraine, the EU has scaled down cooperation with Belarusian authorities and recalibrated financial assistance by redirecting it in particular towards non-state actors, to the benefit of civil society organisation, independent media, persons in vulnerable situations, SMEs and youth, both in the country and in exile. The clear stance the EU has taken in favour of democracy and denunciation of human rights abuses has generated strained relations with the Belarusian authorities, who have sought the reduction of EU diplomatic presence in the country. In this difficult context, the delegation aims at promoting EU values and principles such as democracy, human rights, fundamental freedoms and the rule of law and at maintaining effective contacts with the various components of Belarusian society. In carrying out its tasks, the Delegation maintains close collaboration with EU Member States and like-minded partners.

Knowledge of Russian is an asset.

Place of employment: Minsk, Belarus

**3. Head of Delegation to Georgia (REF: EEAS/2027/HOD-GEORGIA) – 4 year posting**  
**Grade: EEAS AD9-14/TA AD12**

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 52 staff (10 of whom are officials) and large financial resources. While allocations under the 2021-2027 MFF are still under preparation, under the previous MFF the technical assistance budget was up to €120M per year under a number of instruments. Furthermore, the size of the 2021 administrative budget is approximately €1.8M.

The key areas of activity of the Delegation are political and economic, while maintaining a permanent dialogue with the authorities, the opposition and civil society; to monitor the country's compliance with the obligations resulting from the Association Agreement and Deep and Comprehensive Free Trade Area; to design and implement EU assistance programmes; and to contribute to conflict-resolution and confidence-building activities, together with the EU Monitoring Mission and the EU Special Representative for the South Caucasus and the crisis in Georgia.

Place of employment: Tbilisi, Georgia

**4. Head of Delegation to Uzbekistan (REF: EEAS/2027/HOD-UZBEKISTAN) – 3 year posting  
Grade: EEAS AD9-14/TA AD12**

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 21 staff, of whom 4 are officials/temporary agents) and financial resources (an administrative budget of approximately €1.2M).

The key areas of activity of the Delegation are political and economic dialogue (with particular focus on the finalization of a new Enhanced Partnership and Cooperation Agreement, the implementation of the EU Strategy on Central Asia and the EU Strategy on Connecting Europe and Asia, as well as on human rights), diplomatic representation, public diplomacy, trade relations (in particular support for WTO accession), and implementation of bilateral EU development assistance programmes, as well as external aspects of Union policies (trade, visa policy, climate change, energy, science & technology, transport and digital connectivity). In carrying out its tasks, the Delegation aims to maintain and develop good and effective contacts with authorities, civil society, EU Member States and international organisations.

Place of employment: Tashkent, Uzbekistan.

**(e) MENA**

**1. Head of Delegation to Jordan (REF: EEAS/2027/HOD-JORDAN) – 4 year posting  
Grade: EEAS AD09-14/TA AD12**

The Head of Delegation is responsible for management of all staff of the Delegation (EEAS and Commission: 84 staff, of whom 12 are officials/temporary agents/SNEs) and its financial resources (administrative budget of approximately €3.8M).

Bilateral EU-Jordan relations are governed by the Association Agreement (2002). The new EU-Jordan Strategic and Comprehensive Partnership of January 2025 aims at supporting Jordan's stability, contributing to its political, economic and administrative modernisation vision, and fostering economic resilience.

The Delegation plays a key role in the partnership with Jordan for the implementation of the European Neighbourhood Policy (ENP) and in managing funds under the Neighbourhood, Development and International Cooperation Instrument (NDICI) with a bilateral envelope for 2021-2027 of €1.12 billion under the Multi-Annual Indicative Programme 2021-2027 (MIP) including both bilateral funding and support in response to the Syrian crisis. The MIP will contribute to enhancing good governance, creating growth and jobs, including through support to green growth, and investing in human development. The Head of Delegation also ensures close coordination with the 27 EU Member States in the country.

Place of employment: Amman, Jordan

**2. Head of Delegation to Kuwait (REF: EEAS/2027/HOD-KUWAIT) – 4 year posting  
Grade: EEAS AD09-14/TA AD12**

The Head of Delegation is responsible for management of all staff of the Delegation (EEAS 6 staff, of whom 2 are officials/temporary agents), and its financial resources (administrative budget of approximately €1 million per year).

The key areas of activity of the Delegation are to monitor all key political, social, economic and security developments in Kuwait, to maintain close relations with the authorities and other stakeholders on all aspects of the EEAS-Kuwait Cooperation Arrangement (dialogue and cooperation on trade and investment, digitalisation, energy and green transition, development cooperation and humanitarian

assistance, human rights and democracy, security and counter-terrorism, amongst other themes) and to help implement the Joint Communication on a Strategic Partnership with the Gulf of 2022. A key priority will be to advance the negotiation of the Strategic Partnership Agreement (SPA) between the EU and KSA, which will contribute to elevating EU–Saudi bilateral relations and unlock the full potential of cooperation. Public diplomacy, press, information and strategic communication activities are also important. The Head of Delegation also ensures close coordination with the 27 EU Member States in the country.

Place of employment: Kuwait City, Kuwait

**3. Head of Delegation to Lebanon (REF: EEAS/2027/HOD-LEBANON) – 3 year posting**  
**Grade: EEAS AD09-14/TA AD12**

The Head of Delegation is responsible for management of all staff of the Delegation (EEAS and Commission: 80 staff, of whom 16 are officials/temporary agents/SNEs) and its financial resources (administrative budget of approximately € 8.2M).

The EU-Lebanon Association Agreement is the basis for EU – Lebanon relations, covering a wide range of areas: political and security matters, development and humanitarian policies, especially in relation to the Syria crisis and the hosting of Syria refugees, trade, as well as external aspects of Union policies (such as climate change, energy, science & technology, transport). Following the Association Council of December 2025, EU and Lebanon resumed the implementation of the bilateral agenda through the organisation of technical subcommittees. A possible Strategic and Comprehensive Partnership could be envisaged in the future. The European Union priorities for Lebanon include support for: Lebanon sovereignty and territorial integrity, the Lebanese government political and economic reforms, the reinstatement of monopoly over weapons and support for Lebanese Armed Forces and a focus on recovery and reconstruction after the multiple crises the country has faced in recent years.

The Delegation plays an essential role in the implementation of the European Neighbourhood Policy (ENP) in Lebanon and in managing funds, principally under the Neighbourhood, Development and International Cooperation Instrument (NDICI) with a bilateral envelope for 2021-2027 of ca. €1.3 billion. Including a sizeable humanitarian support to Lebanon, in addition to support for handling the consequences of the Syrian crisis provided through various EU instruments. The Head of Delegation also ensures close coordination with the 27 EU Member States in the country.

Very good knowledge of French is an essential requirement.

Place of employment: Beirut, Lebanon

**4. Head of Delegation to Saudi Arabia (REF: EEAS/2027/HOD-SAUDI ARABIA) – 3 year posting**  
**Grade: EEAS AD9-14/TA AD12**

The Head of Delegation is responsible for management of all staff of the Delegation (EEAS and Commission: 21 staff, of whom 7 are officials/temporary agents/SNEs) and its financial resources (administrative budget of approximately €3.2M).

The key areas of activity of the Delegation focus on diplomatic work, analysis, reporting, public diplomacy, cooperation on security, human rights and other sectoral areas and networking with a wide range of State and non-State actors. The implementation of the Joint Communication on A Strategic Partnership with the Gulf together with relations between Saudi Arabia and the broader region, the promotion of the EU Global Agenda and the support to the transformation and diversification of the countries' economies are key priorities for the European Union.

A key priority will be to advance the negotiation of the Strategic Partnership Agreement (SPA) between the EU and KSA, which will contribute to elevating bilateral relations and unlock the full potential of cooperation.

The Head of Delegation will also be accredited to Bahrain. In this framework, the Head of Delegation will also contribute to the development of the EU's partnership with Bahrain, including through the implementation of Cooperation Arrangements and the negotiation of a Strategic Partnership Agreement (SPA) between the EU and Bahrain, which will further forge bilateral cooperation and elevate partnership to a strategic level.

The Head of Delegation will also sustain and deepen the EU's engagement with the Gulf Cooperation Council (GCC) and will act as EU representative to the OIC and Islamic Development Bank and ensures close coordination with the 27 EU Member States in the country.

Working knowledge of Arabic is an asset.

Place of employment: Riyadh, Saudi Arabia

**5. Head of Delegation to Syria (REF: EEAS/2027/HOD-SYRIA) – 2 year posting**  
**Grade: EEAS AD09-14/TA AD12**

The Head of Delegation to Syria is responsible for management of all staff of the Delegation (EEAS and Commission: around 26 staff – 5 of whom are officials) and its financial resources (administrative budget of approximately €7M). The administrative budget may grow according to the redeployment of staff in Damascus.

Following the fall of the Assad regime in December 2024, the EU has been working to reestablish and revive relations between the EU and Syria, scanning a wide range of policy areas, including political and security matters, development and humanitarian policies, migration, trade and investment, as well as other external aspects of Union policies. The organisation of the first ever EU-Syria High Level Political Dialogue in May 2026 helped to establish a new framework for EU-Syria bilateral relations.

Continued engagement with and support for Syria's political transition during the coming period will be important as the country establishes new institutions and advances reforms throughout its five-year transitional period. The Delegation also plays an essential role in the implementation of the Neighbourhood, Development and International Cooperation Instrument – Global Europe (NDICI-GE) and in managing funds in Syria to support Syria's post-conflict recovery, bilateral support and humanitarian aid with a package of €620 million for 2026-2027. Indeed, as Syria moves beyond 14 years of conflict under the Assad regime, humanitarian interventions in addition to development cooperation will remain essential in supporting the country's recovery and resilience. Looking ahead, the EU hopes to introduce the perspective of negotiating an EU-Syria Association Agreement and advance the reintegration of Syria into Euro Mediterranean cooperation architecture should Syria continue its positive path towards an inclusive transition and state consolidation. The Head of Delegation also ensures close coordination with the 27 EU Member States in the country.

Knowledge of Arabic is an asset.

Place of employment is Damascus, Syria.

**6. Head of Delegation to United Arab Emirates (REF: EEAS/2027/HOD-UAE) – 4 year posting  
Grade: EEAS AD09-14/TA AD12**

The Head of Delegation is responsible for management of all staff of the Delegation (EEAS and Commission: 20 staff of whom 7 are officials/temporary agents), and its financial resources (administrative budget of approximately €2.7M).

The key areas of activity of the Delegation are to monitor all key political, social, economic and security developments in UAE and the region, and to maintain close relations with the authorities and other stakeholders (including non-state actors) on all aspects of the EU-UAE Cooperation Arrangement (dialogue and cooperation on trade, economic diversification, digitalisation and artificial intelligence, energy transition and climate change, humanitarian aid and development cooperation, human rights, security and counter-terrorism, amongst other themes) and to help implement the Joint Communication on A Strategic Partnership with the Gulf of 2022. Delegation should also support dedicated dialogues with the UAE authorities on anti-money laundering and counter-terrorism financing and EU restrictive measures (sanctions). Public diplomacy and press and communication activities are also important activities of the Delegation.

A key priority will be to advance the negotiation of the Strategic Partnership Agreement (SPA) between the EU and the UAE, which will contribute to elevating bilateral relations to a new level and unlock the full potential of cooperation, as well as to support ongoing negotiations on a bilateral Free Trade Agreement (FTA).

The Head of Delegation supports the HQ in maintaining close relations with the International Renewable Energy Agency (IRENA) based in Abu Dhabi and ensures close coordination with the 27 EU Member States in the country.

Place of Employment: Abu Dhabi, United Arab Emirates

**(e) MULTILATERAL**

**1. Head of Delegation to OECD/UNESCO in Paris (REF: EEAS/2027/HOD-OECD) – 4 year posting  
Grade: EEAS AD09-14/TA AD12**

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 11 staff, of whom 6 are officials/temporary agents) and financial resources (an administrative budget of €286.757).

The Head of the EU Delegation in Paris serves as the EU's representative to the Organisation for Economic Co-operation and Development (OECD) and to the United Nations Educational, Scientific and Cultural Organization (UNESCO), and also serves as non-resident Ambassador to the Principalities of Andorra and of Monaco. The EU Delegation may also be called upon to act as a contact point for ad-hoc issue-based cooperation with the Organisation Internationale de la Francophonie (OIF). She/He is entrusted with ensuring the unity, consistency and effectiveness of the EU's external action in the international organisations to which she/he is accredited, and operationalising the EU's commitment to effective multilateralism and the rules-based international order, with the United Nations at its core. She/He is also required to promote and enhance political and economic relations between the EU and its close European neighbours Andorra and Monaco.

The key areas of activity of the Delegation are political issues, in particular economic development including trade and investment (in the case of the OECD) and culture, science and education (in the case of UNESCO).

The candidate should have multilateral experience.

Good knowledge of French is a strong asset.

Place of employment: Paris, France

**2. Head of Delegation to the International Organisations in Vienna (REF: EEAS/2027/HOD-VIENNA) – 4 year posting**  
**Grade: EEAS AD09-14/TA AD12**

The Head of Delegation is responsible for management of all staff (EEAS and Commission: 30 staff, of whom 18 are officials/temporary agents/SNEs) and financial resources (an administrative budget of approximately €1.0M). The Deputy Head of Delegation is accredited as Ambassador to the OSCE but she/he and the OSCE Section of the Delegation as well as a number of colleagues from the Service for Foreign Policy Instruments (FPI) are administratively placed under the responsibility of the Head of Delegation.

The Head of Delegation represents the EU in Vienna vis-à-vis the UN bodies, specialised agencies, Permanent Missions of EU Member States and third countries, civil society, and other stakeholders. She/He is entrusted with ensuring the unity, consistency and effectiveness of the EU's external action in the international organisations to which she/ he is accredited, and operationalising the EU's commitment to effective multilateralism and the rules-based international order, with the United Nations at its core.

The key areas of activity of the Delegation are political matters (including matters related to peace and security, sustainable development, and migration), technical internal EU policies, including their external aspects (energy, including nuclear matters, justice and home affairs, trade) covered by the Vienna based organisations, and press and information, as well as representing the EU and ensuring the EU Presidency. The Delegation ensures EU representation and coordination within as well as relations with the following organisations the International Atomic Energy Agency (IAEA), the Preparatory Commission for the Comprehensive Nuclear-Test-Ban-Treaty Organization (CTBTO), the United Nations Office on Drugs and Crime (UNODC), the United Nations Industrial Development Organization (UNIDO), the United Nations Office for Outer Space Affairs (UNOOSA), the United Nations Commission on International Trade Law (UNCITRAL), and the Organisation of Petroleum Exporting Countries (OPEC) as well as the confidence-building and export control regimes (Hague Code Of Conduct, Nuclear Suppliers Group, Zangger Committee and Wassenaar Arrangement) and the Energy Community.

The candidate should have multilateral experience, with UN experience being a strong asset.

Place of employment: Vienna, Austria

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| <b>DEPUTY HEADS OF DELEGATION POSTS</b> |
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Below are the Deputy Heads of Delegation posts that are available in this Rotation.

**1. Deputy Head of Delegation to Bosnia And Herzegovina (REF: EEAS/2027/DHOD-BOSNIA AND HERZEGOVINA) - 4 year posting**  
**Grade: EEAS AD9-14/TA AD12**

The Deputy Head of Delegation assists the Head of Delegation/EU Special Representative in all tasks, including the management of all staff and financial resources (EEAS and Commission: 155 staff, of whom 11 are officials, and in the Head of Delegation's capacity as EUSR a further 70 staff, of whom

15 are International staff). The administrative budget for the EUSR current 24 months mandate is €12.80M.

The key areas of the Delegation's work are political affairs (including CFSP and CSDP), rule of law and economic affairs, the enlargement process, along with the Stabilisation and Association Process and pre-accession assistance.

Place of employment: Sarajevo, Bosnia and Herzegovina

## **2. Deputy Head of Delegation to Brazil (REF: EEAS/2027/DHOD-BRAZIL) – 4 year posting Grade: EEAS AD9-14/TA AD12**

The Deputy Head of Delegation assists the Head of Delegation in all tasks, including the management of 52 staff (of whom 22 are officials/temporary agents) and financial resources (an administrative budget of approximately €3M in addition to financial co-operation activities under various EU financial cooperation instruments).

Brazil is a Strategic Partner for the EU. The key areas of activity of the Delegation are political affairs, democracy and governance, human rights, press information and public diplomacy, trade and economic affairs, global issues (peace and security-related matters, climate change, environment and forest protection, sustainable development, energy, critical raw materials supply chains, UN matters, internet governance, cyber security, digital transformation, and Brazilian participation in regional and international initiatives), as well as the management of cooperation activities in these areas. The Delegation serves as a hub covering several countries in the region with regard to the management of projects funded (under the 2014-2021 Developing Countries Instrument, the Partnership Instrument and the new NDICI-Global Europe instrument).

The Delegation works closely with the diplomatic representations of the EU Member States in Brazil, and has an active dialogue with a wide range of state and non-state stakeholders, including the Federal and State governments, civil society organisations, human rights defenders and the private sector, as well as with the international community.

Good knowledge of Portuguese is an essential requirement.

Place of employment: Brasilia, Brazil

## **3. Deputy Head of Delegation to China (REF: EEAS/2027/DHOD-CHINA) – 3 year posting Grade: EEAS AD9-14/TA AD12**

In addition to deputising the Head of the Delegation, the Deputy Head of Delegation also assists the Head of Delegation in all tasks, including the management of all staff (EEAS and Commission: 91 staff, of whom 34 are officials/temporary agents/SNEs) and financial resources (an EEAS administrative budget of approximately €6M and a Commission operational budget of approximately €18M paid in 2025). As the Delegation Security Coordinator, the DHoD is also leading the Security Management Team meetings.

The Delegation's activities are broad in scope. They span the full range of political affairs (including China's foreign policy, its position on multilateralism and its role in international organisations, human rights, influence and disinformation), trade and economic matters, the response to global challenges such as climate change and international development (both domestically and internationally), numerous sectoral issues, public diplomacy and communication.

The Delegation operates in a context of sustained political control which makes the Delegation's management as well as the capacity to meaningfully engage with China challenging. The current

political context has nevertheless reinforced the role of the Delegation in projecting a credible and coherent image of the EU in China. Given the wide-ranging implications of China's rise in global affairs and the impact of China's economic policies and choices on global economic imbalances, the Delegation is the centre-point for observing and monitoring these developments and for providing sound policy advice on key challenges for the EU security and prosperity. The Delegation also plays a leading role in ensuring a good flow of information between Member States and with European institutions. Particular importance is attached to ensuring local coordination with Member States' diplomatic representatives, and to maintaining EU unity and cohesion on China.

Knowledge of Mandarin Chinese is an asset.

Place of employment: Beijing, China

**4. Deputy Head of Delegation to Egypt (REF: EEAS/2027/DHOD-EGYPT) – 4 year posting  
Grade: EEAS AD9-14/TA AD12**

The Deputy Head of Delegation assists the Head of Delegation in all tasks, including in the management of all staff of the Delegation and its financial resources (administrative budget of approximately €6.0M).

The Delegation's key areas of activity are political, socio-economic, trade, security and financial assistance issues, and as well as ensuring the EU local coordination on the ground.

Within the framework of the European Neighbourhood Policy and the EU – Egypt Partnership priorities (adopted in June 2022), the key areas of activity of the Delegation are political relations, analysis and reporting, cooperation in a large array of policy areas of common interest, security, migration, relations with civil society and non-state actors and public diplomacy. The relations between Egypt and the broader region, the promotion of the EU human rights agenda, and economic, structural and institutional reforms, and the support to the intensification of economic and commercial relations are key priorities for the European Union. The Delegation ensures the monitoring, follow up and implementation of the six pillars of the Strategic and Comprehensive Partnership and the deliverables of the biannual Leaders' Summits, in close cooperation with EEAS and COM. In the framework of the Association Agreement, the Delegation supports Headquarters in the implementation of the Partnership Priorities and organisation and follow-up of Sub-Committees, Association Committees and Association Councils.

The Delegation is also accredited to the League of Arab States and covers EU-League of Arab States relations. It also ensures EU local coordination on the ground.

The Delegation plays an essential role in the implementation of the European Neighbourhood Policy (ENP) in Egypt and in managing funds, principally under the Neighbourhood, Development and International Cooperation Instrument (NDICI) with a bilateral envelope for 2024-2027 of around €600M (of which €200M for migration) as well as ensuring synergies at a regional level through the framework of the Pact for the Mediterranean.

Knowledge of Arabic is an asset.

Place of employment: Cairo, Egypt with regular missions to the New Administrative Capital (NAC)

**5. Deputy Head of Delegation to the Pacific Region/Fiji (REF: EEAS/2027/DHOD-FIJI) – 3 year posting  
Grade: EEAS AD9-14/TA AD12**

The Deputy Head of Delegation assists the Head of Delegation in all tasks, including the management of approximately 76 staff (of whom 37 are officials/temporary agents) and of administrative financial resources (administrative budget to be managed: EUR 3.2M).

The key areas of activity of the Delegation are political and policy dialogue with the 13 countries covered by the Delegation, as well as with regional organisations, Member States coordination, and the development of economic, business and trade relations. The Delegation also manages the cooperation with 14 countries, including Papua New Guinea and 3 Pacific Overseas Countries and Territories (OCTs), that amounts to an operational budget of approximately EUR 832 million distributed across 146 projects.

Place of employment: Suva, Fiji.

**6. Deputy Head of Delegation to Morocco (REF: EEAS/2027/DHOD-MOROCCO) – 4 year posting  
Grade: EEAS AD9-14/TA AD12**

The Deputy Head of Delegation to Morocco assists the Head of Delegation in carrying out all the tasks, including in the management of all staff of the Delegation (EEAS and Commission: 77 staff, of whom 18 are officials/temporary agents/SNEs) and its financial resources (administrative budget of approximately €5.4M), provides advice and support to the Head of Delegation in all key areas and represents him/her in his/her absence.

In addition to the follow up of political and socio-economic developments, including analysis and reporting, the Deputy Head of Delegation will also follow policy dialogues in all sectoral areas included in the EU-Morocco Association Agreement and the joint political Declaration and assists in the preparation and subsequent implementation of a Strategic and Comprehensive Partnership. Key specific areas of interest and activity include migration and mobility, trade, energy/environment and climate change, digital and security, including counterterrorism and regional stability.

The Deputy Head of Delegation is also responsible for the implementation of cooperation programmes and management of funds, principally under the Neighbourhood, Development and International Cooperation Instrument (NDICI) with a bilateral envelope for 2024-2027 of around €625M.

Very good knowledge of French is an essential requirement.

Place of employment: Rabat, Morocco.

**7. Deputy Head of Delegation to Pakistan (REF: EEAS/2027/DHOD-PAKISTAN) – 3 year posting  
Grade: EEAS AD9-14/TA AD12**

The Deputy Head of Delegation supports the Head of Delegation in all tasks, including the management of 55 EEAS and Commission staff members, of whom 23 are officials or temporary agents, and financial resources comprising an administrative budget of approximately €3.8M and oversight of substantial EU cooperation funding for Pakistan. The EU is a major humanitarian donor to Pakistan, with an ECHO office in Islamabad employing seven staff under the administrative authority of the Head of Delegation.

The Delegation's key areas of activity cover political and security matters, including counterterrorism and non-proliferation, international partnerships, trade, external aspects of Union policies such as migration, climate change and energy, and strengthening rule of law, human rights and governance. These priorities are increasingly pursued through Global Gateway and Team Europe, including support for climate resilience, human capital development and TVET.

The EU is Pakistan's second-largest trading partner and its leading export destination. Pakistan remains a beneficiary of the EU's GSP+ trade preferences under the current scheme and is likely to reappr for

the new GSP+ Regulation. Following Pakistan's general elections in February 2024, electoral reform, democratic governance and institutional strengthening remain important areas of engagement.

Place of employment: Islamabad, Pakistan

**8. Deputy Head of Delegation to South Africa (REF: EEAS/2027/DHOD-SOUTH AFRICA)  
– 4 year posting  
Grade: EEAS AD9-14/TA AD12**

The Deputy Head of Delegation assists the Head of Delegation in all tasks, including the management of all staff (EEAS and Commission: 64 staff, of whom 15 are officials/temporary agents/SNEs) and financial resources (an administrative budget of approximately €3.4M and bilateral envelope for development cooperation of approximately €212M for the period 2021 - 2027). With the move to the regional hub since 1 September 2026, the number of staff will have grown to over 90, and as a Reinforced Delegation it will support Diplomatic Presence Delegations (Eswatini and Lesotho), as well as International Partnerships Sections in a set of Standard Delegations: Botswana, Madagascar, Namibia and Mauritius and Office Comoros. The EU Delegation provides also overall diplomatic coverage for the ECHO regional office in Pretoria.

The key areas of activity are political affairs (bilateral cooperation and close coordination in the SADC region, Africa and at multilateral level), trade and investment (very relevant bilateral agenda; implementation and review of EU – SADC EPA; WTO agenda), public diplomacy/communication, sectoral policy dialogues and development cooperation. StratCom work is also very relevant, combining media engagement, representation and creative use of social media and local amplifiers to strengthen the EU's visibility and influence. The work of the delegation contributes to the HRVP's priority of building and consolidating partnerships.

Thematically, the main goals are to deepen cooperation with South Africa on peace, security and defence, human rights, climate change/green deal agenda & clean energy transition, connectivity, research and innovation, in line with the Global strategy for the EU's foreign and security policy and the European Commission's main priorities. The implementation of the Just Energy Transition Partnership, the Global Gateway investment package, the Clean Trade and Investment Partnership (CTIP) and the Sustainable Minerals and Metals partnership are key priorities.

Very good knowledge of English is an essential requirement.

Place of employment: Pretoria, South Africa

**9. Deputy Head of Delegation to Türkiye (REF: EEAS/2027/DHOD-TÜRKIYE) – 4 year posting  
Grade: EEAS AD9-14/TA AD12**

The Deputy Head of Delegation assists the Head of Delegation in all tasks, including the management of all staff (EEAS and Commission: 180 staff, of whom 19 are officials/temporary agents/SNEs), and financial resources (an administrative budget of approximately €8.4M).

The key areas of activity are political (including CFSP/CSDP), institutional development and pre-accession matters, including the management of financial assistance.

Experience in managing crisis situations and knowledge of the Turkish language are assets for this post.

Place of employment: Ankara, Türkiye

**10. Deputy Head of Delegation to the UN New York (REF: EEAS/2027/DHOD-UN-NEW YORK) – 4 year posting**

**Grade: EEAS AD9-14/TA AD12**

The Deputy Head of Delegation assists the Head of Delegation in all tasks, including the management of all staff (EEAS and Commission: 62 staff, of whom 34 are officials/temporary agents), and financial resources (an administrative budget of approximately € 6.2M).

The Deputy Head of the EU Delegation in New York assists the Head of Delegation in representing the EU at the UN headquarters as well as vis-à-vis the Permanent Missions of the EU's Member States and third countries, civil society organisations, and other stakeholders.

She/He is entrusted with helping to ensure the unity, consistency and effectiveness of the EU's multilateral action, strengthening the EU-UN strategic partnership, and operationalising the EU's commitment to effective multilateralism and the rules-based international order, with the United Nations at its core.

The key areas of activity of the Delegation are political matters (including matters related to peace and security, sustainable development, humanitarian action, migration and human rights, as well as legal matters, UN reform and the UN system's budget), external aspects of internal EU policies and trade-related issues and press and information. The Delegation coordinates the EU27 Member States and delivers EU statements on their behalf on most if not all these matters. The Delegation maintains relations with the Security Council, General Assembly and other UN structures and bodies, the UN Secretariat, as well as New York based agencies, funds and programmes such as UNDP, UN Women, UNICEF and UNFPA.

The candidate should have multilateral experience, preferably with the UN.

Place of employment: New York, USA.

## EUROPEAN EXTERNAL ACTION SERVICE



## **2027 ROTATION (EXTERNAL PUBLICATION)**

### **LIST OF HEAD OF DELEGATION AND DEPUTY HEAD OF DELEGATION POSTS**

The 2027 rotation of Heads of Delegation and Deputy Heads of Delegation posts comprises the following posts:

| <b>Job Title</b>   | <b>Country</b>              | <b>LCA*</b> | <b>Duration</b> | <b>Level (Officials/ MS)</b> |
|--------------------|-----------------------------|-------------|-----------------|------------------------------|
| Head of Delegation | UN (New York)               | 0%          | 4 years         | AD15-AD16                    |
| Head of Delegation | BOSNIA AND HERZEGOVINA      | 25%         | 4 years         | AD14-AD15                    |
| Head of Delegation | UKRAINE                     | 40%         | 3 years         | AD14-AD15                    |
| Head of Delegation | ARMENIA                     | 25%         | 4 years         | AD09-AD14                    |
| Chargé d'affaires  | BELARUS                     | 25%         | 4 years         | AD09-AD14                    |
| Head of Delegation | CAMBODIA                    | 25%         | 4 years         | AD09-AD14                    |
| Head of Delegation | CENTRAL AFRICAN REPUBLIC    | 40%         | 2 years         | AD09-AD14                    |
| Head of Delegation | REPUBLIC OF THE CONGO       | 30%         | 3 years         | AD09-AD14                    |
| Head of Delegation | COSTA RICA                  | 15%         | 4 years         | AD09-AD14                    |
| Head of Delegation | DJIBOUTI <sup>1</sup>       | 35%         | 3 years         | AD09-AD14                    |
| Head of Delegation | ETHIOPIA                    | 30%         | 3 years         | AD09-AD14                    |
| Head of Delegation | GABON                       | 30%         | 3 years         | AD09-AD14                    |
| Head of Delegation | GEORGIA                     | 20%         | 4 years         | AD09-AD14                    |
| Head of Delegation | JORDAN                      | 15%         | 4 years         | AD09-AD14                    |
| Head of Delegation | KUWAIT                      | 25%         | 4 years         | AD09-AD14                    |
| Head of Delegation | LEBANON                     | 30%         | 3 years         | AD09-AD14                    |
| Head of Delegation | MAURITANIA                  | 35%         | 3 years         | AD09-AD14                    |
| Head of Delegation | MAURITIUS                   | 10%         | 4 years         | AD09-AD14                    |
| Head of Delegation | NAMIBIA                     | 10%         | 4 years         | AD09-AD14                    |
| Head of Delegation | OECD and UNESCO (Paris)     | 0%          | 4 years         | AD09-AD14                    |
| Head of Delegation | PACIFIC / FIJI <sup>1</sup> | 30%         | 3 years         | AD09-AD14                    |
| Head of Delegation | SAUDI ARABIA                | 30%         | 3 years         | AD09-AD14                    |

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<sup>1</sup> Post available as of 01/01/2028

|                           |                        |     |         |           |
|---------------------------|------------------------|-----|---------|-----------|
| Head of Delegation        | SIERRA LEONE           | 40% | 3 years | AD09-AD14 |
| Head of Delegation        | SOUTH SUDAN            | 40% | 2 years | AD09-AD14 |
| Head of Delegation        | SYRIA                  | 40% | 2 years | AD09-AD14 |
| Head of Delegation        | UGANDA                 | 25% | 4 years | AD09-AD14 |
| Head of Delegation        | UN/IAEA/OSCE (Vienna)  | 0%  | 4 years | AD09-AD14 |
| Head of Delegation        | UNITED ARAB EMIRATES   | 20% | 4 years | AD09-AD14 |
| Head of Delegation        | UZBEKISTAN             | 30% | 3 years | AD09-AD14 |
| Head of Delegation        | ZAMBIA                 | 20% | 4 years | AD09-AD14 |
| Deputy Head of Delegation | BOSNIA AND HERZEGOVINA | 25% | 4 years | AD09-AD14 |
| Deputy Head of Delegation | BRAZIL                 | 15% | 4 years | AD09-AD14 |
| Deputy Head of Delegation | CHINA                  | 30% | 3 years | AD09-AD14 |
| Deputy Head of Delegation | EGYPT                  | 25% | 4 years | AD09-AD14 |
| Deputy Head of Delegation | PACIFIC/FIJI           | 30% | 3 years | AD09-AD14 |
| Deputy Head of Delegation | MOROCCO                | 15% | 4 years | AD09-AD14 |
| Deputy Head of Delegation | PAKISTAN               | 40% | 3 years | AD09-AD14 |
| Deputy Head of Delegation | SOUTH AFRICA           | 15% | 4 years | AD09-AD14 |
| Deputy Head of Delegation | TÜRKIYE                | 15% | 4 years | AD09-AD14 |
| Deputy Head of Delegation | UN (NEW YORK)          | 0%  | 4 years | AD09-AD14 |

\*Living conditions allowance



## GUIDELINES 2027 ROTATION EXERCISE

### AD POSTS IN EU DELEGATIONS (EXTERNAL PUBLICATION)

**HEAD OF DELEGATION - AMBASSADOR**  
**HEAD OF OFFICE**  
**DEPUTY HEAD OF DELEGATION**  
**HEAD OF SECTION**  
**POLITICAL/POLICY OFFICER**  
**POLITICAL AND ADMINISTRATION OFFICER**

These Guidelines apply to the rotation of EEAS AD posts in EU Delegations published externally<sup>1</sup>. The Decision ADMIN(2024) 20 of the High Representative of the Union for Foreign Affairs and Security Policy of 24 July 2024 on the periodic serving of Officials and Temporary Agents in Union Delegations, and repealing Decision ADMIN(2021) 221 of 1 July 2021 (hereinafter, the “EEAS Rotation Decision”), sets out the rules for Officials and Temporary Agents engaged under Article 2(e) of the Conditions of Employment of Other Servants of the European Union (hereinafter, the “CEOS”) to be assigned to an EEAS post in an EU Delegation.

Posts will be filled through publication in accordance with Article 29(1)(a) and (b), as well as Article 98(1), first subparagraph, of the Staff Regulations of Officials of the European Union (hereinafter, the “SR”)<sup>2</sup>, by considering applications from:

1. permanent Officials of the institutions of the EU;
2. current EEAS Temporary Agents engaged under Article 2(e) of the CEOS (hereinafter, “Temporary Agents 2(e)”);
3. staff in active service from national diplomatic services of the Member States.

The posts published in the context of the 2027 rotation exercise are set out in the accompanying vacancy notices, which concern both management and non-management posts.

### GENERAL ELIGIBILITY CRITERIA<sup>3</sup>

In order to be eligible, candidates must:

1. be nationals of one of the Member States<sup>4</sup> and enjoy full rights as a citizen<sup>4</sup>;
2. be AD EU Officials with an eligible grade<sup>5</sup>, or current EEAS AD Temporary Agents 2(e) with an eligible grade, or staff from national diplomatic services of the Member States;
3. 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) of the SR, or by Article 29(1)(b) of the SR;
4. have the capacity to work in the Common Foreign and Security Policy (CFSP) working languages (English and French);
5. have proven, pertinent external relations experience (see table in Annex 1 to these guidelines for minimum number of years required). Staff from the national diplomatic services must have gained this experience from working in a diplomatic service of one of the Member States.

Furthermore, the following rules apply<sup>6</sup>:

6. candidates must be in a position to serve the full duration of the posting within the duration of their service with the EEAS or before reaching the age of retirement foreseen under Article 52(a) of the SR;
7. candidates serving in a posting at the time of the application must be in the last calendar year of their posting on the closing date for applications, unless they apply for a higher type of post;
8. candidates must have served a minimum of two years in headquarters after having returned from a post in a Delegation by the date when they are expected to take up duty in the new posting, unless in the case of career progression;
9. candidates are not eligible for posts/functions to which they have already been assigned in the same Delegation;
10. candidates are not eligible for a posting in a Delegation in which they have already served unless a minimum of two years has elapsed between the start of the new posting and the end of their previous posting in that Delegation;
11. candidates are not eligible for a third posting to the same Delegation, irrespective of the functions;

<sup>1</sup> If the interest of the service so requires, a selection procedure can be terminated at any stage and the post be filled by means of a reassignment, in accordance with Article 7(1) of the Staff Regulations.

<sup>2</sup> Link to the Staff Regulations: <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20210101&from=EN>

<sup>3</sup> All eligibility criteria must be satisfied on the closing date for applications, except where specified otherwise.

<sup>4</sup> In accordance with Article 28(a) of the SR and Article 12(2)(a) of the CEOS.

<sup>5</sup> See below “Grades and minimum years of seniority”.

<sup>6</sup> In accordance with Article 6(2) of the EEAS Rotation Decision, and without prejudice to exemptions exceptionally granted under Article 7 of this Decision.

12. candidates are not eligible for a second non-family/compound-confined posting unless a minimum of two years have elapsed between the start of the new posting and the end of their previous non-family/compound-confined posting;

13. candidates are eligible to apply only for a post corresponding to the type of post occupied at the time of the application or to a higher type of post as listed in Annex I to the SR.

Without prejudice to exemptions exceptionally granted under Article 7 of the EEAS Rotation Decision (see section “Exemptions” below), Officials and Temporary Agents 2(e) shall serve in Union Delegations for no more than two consecutive postings. **Please note that career progression does not constitute, per se, a reason for derogating from this rule.**

In the case of applications from EU Officials on leave for personal grounds, provided they are eligible for the post, successful candidates will be reinstated into active employment in accordance with Articles 35(a) and 40(4)(d) of the SR.

The concept of “career progression” is designed to allow staff to develop within the EEAS. Accordingly, it refers to applications for a higher type of post according to Section A of Annex I to the SR and the relevant EEAS internal rules (in particular the Decision ADMIN(2018) 2 of the High Representative of the Union for Foreign Affairs and Security Policy of 9 February 2018 on Types of Posts and Post Titles, as amended by the Decision ADMIN(2023) 26 of 20 July 2023 replacing the Annex to the Decision ADMIN(2018) 2):

1. Staff members who currently hold a management post<sup>7</sup> and who apply for a higher management type of post;
2. Staff members who hold a post of “Administrator” (AD 5 – AD 12) and who apply for a “middle management” post (i.e. post corresponding to the “Head of Unit or equivalent” type of post, AD 9 – AD 14)<sup>8</sup>;
3. EEAS AST staff members who have successfully completed the certification procedure provided for in Article 45a SR and who apply for their first AD post.

Career progression is, in principle, not applicable inside the same EU Delegation, except in exceptional circumstances recognised as such by the Appointing

Authority/Authority Authorised to Conclude Contracts of Employment (AA/AACC) in the interest of the service.

## SPECIFIC ELIGIBILITY CRITERIA FOR CURRENT EEAS TEMPORARY AGENTS 2(e)

1. EEAS Temporary Agents 2(e) currently assigned to an EU Delegation who are not included in the 2027 rotation exercise list are, in principle, not eligible. Therefore, their applications will only be taken into consideration in the interest of the service.
2. Applications from Temporary Agents currently employed in the EEAS Headquarters under Article 2(e) of the CEOS will be considered only during the third year of their first contract, unless they apply for a higher type of post.
3. Current EEAS Temporary Agents 2(e) who have completed two consecutive postings in EU Delegations are, in principle, not eligible.
4. Candidates from national diplomatic services who, at the time of their application, are Temporary Agents to whom Article 2(e) of the CEOS applies, are eligible to apply, irrespective of their current grade, provided that they fulfil the general eligibility criteria, as well as the present specific eligibility criteria for candidates from the Member States.
5. Current EEAS Temporary Agents 2(e) must have the renewed support of their Member State’s Ministry of Foreign Affairs for the post(s) for which they are applying (see further below, under “Application and Selection Procedure”), as well as the renewed guarantee of reinstatement in their Ministry of Foreign Affairs after the end of their contract with the EEAS.
6. Current EEAS Temporary Agents 2(e) must be able to finish the full duration of the posting (2, 3 or 4 years) within the maximum duration of their engagement in the EEAS<sup>9</sup>.

## REQUESTS FOR EXEMPTIONS

Candidates who have already served two consecutive postings in Union Delegations or who do not fulfil the eligibility criteria foreseen under Article 6(2) and (3) of the EEAS Rotation Decision may, pursuant to Article 7 of the Rotation Decision submit a reasoned request for an exemption **in their motivation letter, detailing the reasons for the request.** Such requests will be

permanent servants (temporary and contract staff) under successive different types of limited duration contracts shall be 8 years in a reference period of 13 years, or in exceptional circumstances and in the interest of the service, 10 years in a reference period of 15 years (Article 2 of the Decision ADMIN(2023) 24 of the High Representative of the Union for Foreign Affairs and Security Policy of 14 July 2023 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 and repealing the Decision ADMIN(2020) 10 of the High Representative of the Union for Foreign Affairs and Security Policy of 16 July 2020.

<sup>7</sup> According to Article 2(4) of the EEAS Rotation Decision, ‘Management posts in Delegations’ means posts of Heads of Delegation which are classified at the level of “Director-General” (AD 15 – AD 16), “Director” (AD 14 – AD 15) or “Head of Unit or equivalent” (AD 9 – AD 14) and Deputy Heads of Delegation classified at the level of “Head of Unit or equivalent” (AD 9 – AD 14) as referred to in Annex I, point A, to the SR.

<sup>8</sup> Posts of Head of Section in EU Delegations are not considered as “middle management” posts.

<sup>9</sup> Maximum of 4 years, with a possible renewal of maximum 4 years. In exceptional circumstances and in the interest of the service, at the end of the eighth year, the contract may be extended for a maximum of 2 years (Article 50b(2) of the CEOS). The maximum duration of the engagement by the EEAS of non-

examined and might be granted by the Appointing Authority in the interest of the service.

## **GRADES AND MINIMUM YEARS OF SENIORITY**

### **MANAGEMENT POSTS:**

- **HEAD OF DELEGATION - AMBASSADOR**
- **HEAD OF OFFICE**
- **DEPUTY HEAD OF DELEGATION**

1. For posts graded at **AD 15 – AD 16**, EU Officials must be either:
  - a) AD 15 or AD 16 and occupying a post corresponding to the type of post “Director-General”; or
  - b) AD 15 and occupying a post corresponding to the type of post “Director”, with a seniority of at least 2 years in that post; or
  - c) AD 14 and occupying or having occupied a post corresponding to the type of post “Director”, with a seniority of at least 2 years in that post and in that grade.

In the event of a successful application, EU Officials in grade AD 15 or AD 16 will be assigned to the post at their current grade. Candidates in grade AD 14 will be promoted to grade AD 15.

Candidates from the Member States and current EEAS Temporary Agents 2(e) will be recruited/assigned at grade AD 15.

2. For posts graded at **AD 14 – AD 15**, EU Officials must be either:
  - a) AD 14 or AD 15 and occupying a post corresponding to the type of post “Director”; or
  - b) AD 14 and occupying or having occupied a “middle management” post corresponding to the type of post “Head of Unit or equivalent” for at least 2 years; or
  - c) AD 13 and occupying or having occupied a “middle management” post corresponding to the type of post “Head of Unit or equivalent”, with a seniority of at least 2 years in that post and in that grade.

In the event of a successful application, EU Officials in grade AD 14 or AD 15 will be assigned to the post at their current grade. Candidates in grade AD 13 will be promoted to grade AD 14.

Candidates from the Member States and current EEAS Temporary Agents 2(e) will be recruited/assigned at grade AD 14.

3. For posts graded at **AD 9 – AD 14**, EU Officials must be either:
  - a) AD 9 to AD 14; or
  - b) AD 8 and with at least 2 years' seniority in that grade.

<sup>10</sup> Experts (AD 9 - 14) are, in principle, not eligible for non-management posts graded at AD 5 - 12 in Delegations, unless a derogation is granted in the interest of the service. When selected for such a post, an expert in grade AD 12 or below will be asked to opt out of the expert career path in order to be reassigned to

In the event of a successful application, EU Officials in grade AD 9 to AD 14 will be appointed to the post at their current grade. Candidates in grade AD 8 will be promoted to grade AD 9. Candidates from the Member States and current EEAS Temporary Agents 2(e) will be recruited/assigned at grade AD 12.

### **NON-MANAGEMENT POSTS:**

- **HEAD OF SECTION**
- **POLITICAL/POLICY OFFICER**
- **POLITICAL AND ADMINISTRATION OFFICER**

All posts are graded at **AD 5 – AD 12**. EU Officials and current EEAS Temporary Agents 2(e) occupying at any grade a post corresponding to the “Administrator or equivalent” (AD 5 – AD 12) type of post are eligible<sup>10 11</sup>, as well as EEAS AST Officials who have successfully passed the certification procedure.

## **SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE MEMBER STATES**

In accordance with Article 5(3) of the SR, and with Articles 10(1), 12(2) and 50b(2) of the CEOS, in order to be eligible, candidates from the Member States must:

1. be nationals of one of the EU Member States;
2. possess a level of education which corresponds to completed university studies, attested by a diploma, when the normal period of university education is 4 years or more;  
  
or  
  
possess a level of education which corresponds to completed university studies, attested by a diploma, plus relevant professional experience of at least one year, when the normal period of university education is at least 3 years;
3. have the required full-time professional experience (see table in Annex 1 for minimum number of years required). This experience must have been gained after completing university studies of 4 years, or of 3 years plus 1 year relevant professional experience, as set out in point 2 above. Candidates must indicate their level of education and professional experience on the application form;
4. provide a statement, under the format provided by the EEAS, issued by their Member State's Ministry of Foreign Affairs, which contains at least all the following elements:
  - the post(s) for which the candidate applies;
  - that the candidate is a staff member in active

this post, in line with the Expert Guidelines on Expert posts (Ref. Ares(2021)6396381 - 19/10/2021).

<sup>11</sup> EEAS Officials in grades AD 13 and AD 14 who are not occupying or who have not occupied a management post may express interest for these posts.

status in the national diplomatic service<sup>12</sup> at the time of application, either as an official or under a permanent employment relationship;

- that their Ministry of Foreign Affairs endorses their application for the post;
- a guarantee of immediate reinstatement in their Ministry of Foreign Affairs or, when applicable, in their parent administration at the end of their contract with the EEAS.

**The template to be used can be found in annex 3**

If candidates are unable to provide this document from their Ministry of Foreign Affairs, their application will be deemed ineligible.

Candidates from the Member States who have served continuously 8 years or more, up to the maximum of 10 years<sup>13</sup>, as EEAS Temporary Agents 2(e) are not eligible during a period of at least 2 years starting from the date of termination of their last contract with the EEAS<sup>14</sup>.

## **SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FOR A MANAGEMENT POST (HEAD OF DELEGATION, HEAD OF OFFICE AND DEPUTY HEAD OF DELEGATION) IN EU DELEGATIONS**

In accordance with Article 6(3) of the EEAS Rotation Decision, candidates for a management post in an EU Delegation shall:

1. have served a minimum of two years in a Union Delegation or in a diplomatic mission of an EU Member State;
2. have no less than three years' management experience with responsibility for at least six subordinate staff members;
3. not have been accredited as a resident diplomat to the country of the posting at any time during the two years preceding the start date of the assignment indicated in the vacancy notice.

## **POSTING POLICY**

The date foreseen for taking up duty for all posts in the context of the rotation exercise is **1<sup>st</sup> September** of any given year, unless otherwise specified<sup>15</sup>.

All postings will in principle be **aligned with the rotation cycle and have the 31 August** of a given year as end date. The end date of a Temporary Agent

contract will normally be aligned with the annual rotation/mobility date in the EEAS, irrespective of the starting date and within the overall limit of four years.

The duration of a posting will be between 2 and 4 years, subject to a possible evolution of the Living Conditions Allowance (LCA)<sup>16</sup>.

The AA/AACC may shorten or extend the duration of the posting by no more than one year, on its own initiative in the interest of the service and after hearing the staff member concerned, or upon justified request from this staff member, in particular due to modifications of the LCA.

The LCA and the duration of the posting will be tentatively indicated in the vacancy notice and confirmed to the candidates through the notification of their selection. As a guiding principle:

1. For posts with a LCA of 25% or less, the duration of the posting will in principle be 4 years.
2. For posts where the living and working conditions are defined as "difficult" and "very difficult" (LCA of 30% to 40%), the duration of the posting will in principle be 3 years.
3. For non-family postings, the duration of the posting is reduced to 2 years.

Please note that a candidate who has formally accepted a post in an EU Delegation will be, in principle, considered **non-eligible** for other posts in Delegations published in the same rotation exercise.

By applying for a post, the candidate agrees to serve, if selected, for the duration of the post, as confirmed through the notification of their selection.

## **CONDITIONS OF RECRUITMENT AND EMPLOYMENT**

### **PERSONNEL SECURITY CLEARANCE**

A candidate selected for a posting shall be assigned or appointed on condition that they are granted a **Personnel Security Clearance (PSC)** at EU SECRET level in accordance with the Decision ADMIN(2023) 18 of the High Representative of the Union for Foreign Affairs and Security Policy on the security rules for the European External Action Service of 19 June 2023 and with the Decision ADMIN(2025)42 of the Secretary-General of the European External Action Service of 20 November 2025 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information.

<sup>12</sup> Candidates having a permanent employment relationship with a government ministry of their Member State, other than the Ministry of Foreign Affairs (MFA) 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, an embassy 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.

<sup>13</sup> In accordance with Article 50b(2) of the CEOS; see, in this regard, footnote no. 9.

<sup>14</sup> As per the abovementioned Decision ADMIN(2023) 24.

<sup>15</sup> Taking into account budgetary considerations and the interests of the service, this date may be advanced or postponed, on a case-by-case basis.

<sup>16</sup> Living Conditions Allowance: "An allowance for living conditions shall be fixed, according to the official's place of employment, as a percentage of reference amount. That reference amount shall comprise the total basic salary, plus the expatriation allowance, household allowance and dependent child allowance, less the compulsory deductions referred to in the Staff Regulations or in the regulations adopted to implement them" (Article 10(1) of Annex X to the SR).

A selected candidate that is not in possession of the required PSC shall initiate the process for requesting the PSC in accordance with Article 5 of Decision ADMIN(2025)42 within **ten working days** from the notification of their selection for the post, in line with Article 12 of the EEAS Rotation Decision. In case of refusal of the PSC, the candidate will not be assigned/recruited by the AA/AACC to the post concerned.

As a matter of policy, applications of individuals who have **dual nationality**<sup>17</sup>, one of which is the nationality of the country of posting to which they apply, will be considered eligible for a posting in that country only as a positive result of a case-by-case assessment.

The EEAS will also examine if there could be a conflict of interest and a risk of a possible refusal by the host country to grant diplomatic immunity to the staff member and/or to their **partner** and family. In case of refusal of the host country, the AA/AACC may decide to renounce to the assignment of the person concerned to a post in this country. The same applies in cases where the host country imposes visas or other restrictions to enter its territory and if refusal or significant delay is observed as regards the issuance of visas to the staff member concerned. The Directorate in charge of Human Resources may ask for additional information from the applicant in this context.

## 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.

Please be aware that the domestic legislation of third countries hosting EU Delegations may at any time require, *inter alia*, a valid vaccination certificate in order to work or to obtain an entry visa. It is the obligation of the successful candidate to comply with the national rules in force<sup>18</sup>. Failing to do so, the AA/AACC may decide to withdraw its decision on the selection.

## OTHER

Candidates are deemed to be fully aware of the provisions of **Annex X** to the SR, which applies to staff serving in Delegations located outside the European Union, regarding their rights and obligations (i.e. leave entitlements, allowances, reimbursement of expenses, social security benefits).

Candidates are deemed to be fully aware of the **local living conditions**, including *inter alia* information concerning security, health care, education, social acceptance of sexual orientation, employment opportunities for spouses and the accommodation provided (Article 5 or 23 of Annex X to the SR), before applying. Candidates are strongly encouraged to consult the relevant [Country Post reports](#) which are available from EEAS.RM.01, Coordination Division: [RM-01-COORDINATION@eeas.europa.eu](mailto:RM-01-COORDINATION@eeas.europa.eu).

Delegations located within the European Union (i.e. Delegations in Paris, Rome, Strasbourg and Vienna) are covered by the provisions of **Annex VII** to the SR<sup>19</sup>.

Candidates for **Head of Delegation** positions should be aware of the specific provisions for **residence** where they shall reside. All EU Residences for Heads of Delegation are provided by the Institution under Article 5 of Annex X to the SR. The residence has a double function: it is the venue foreseen for the official representation under the terms of the Vienna Convention of 1961; it is also the private home of the Head of Delegation. For obvious budgetary reasons, official residences are normally kept for long periods of time; hence under normal circumstances it is not possible to choose a different residence when a new Head of Delegation is appointed.

## TRAINING

Successful candidates shall participate in all compulsory pre-posting **trainings**.

All posts in an EU Delegation require the successful completion of 'BASE', a security e-learning. Postings in higher risk countries also require the successful completion of the security e-learning 'SAFE'. If not completed, the AA/AACC may decide to postpone the taking up of duties in the country of assignment, which would imply that financial entitlements under Annex X to the SR would not be applicable. Moreover, for some posts, 'Hostile Environment Awareness Training' (HEAT) is mandatory or recommended before taking up duty<sup>20</sup>. Failure to undergo HEAT training in due time may result in the postponement of the taking up duty or, in exceptional cases, to the withdrawal of the assignment offer.

Considering that the selected candidates could act as Chargé d'Affaires *ad interim* in the absence of the Head of Delegation, they will need to successfully follow the required trainings (including SUMMA) allowing them to receive the temporary sub-delegation on the budget managed by the Delegation.

<sup>17</sup> Posting of individuals having the nationality of the receiving State is subject to the consent of such State per provisions of the Vienna Convention on Diplomatic Relations of 1961.

<sup>18</sup> Article 41 of the Vienna Convention on Diplomatic Relations provides: "*Without prejudice to their privileges and immunities, it is the duty of all persons enjoying such privileges and immunities to respect the laws and regulations of the receiving State*".

<sup>19</sup> A posting to a Delegation within the EU does, *inter alia*, not give rise to an entitlement for the reimbursement of housing or schooling costs.

<sup>20</sup> The Appointing Authority (AA/AACC) may decide not to appoint a selected candidate who does not successfully participate in the HEAT training.

## APPLICATION AND SELECTION PROCEDURE<sup>21</sup>

Basic Data protection provisions are to be followed in accordance with Regulation (EU) 2018/1725<sup>22</sup>. The related Privacy Statement provides information on how the EEAS is processing personal data<sup>23</sup>.

### 1) Application procedure

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria, including belonging to the relevant type of post, or having the minimum number of years of seniority in the grade bracket immediately below of the post applied for, in order to avoid automatic exclusion from the selection procedure.

All candidates must apply through e-Application (choose Rotation), the online system available at: <https://eapplication.eeas.europa.eu>

To log on to **e-Application**, an EU LOGIN is required; external candidates without an account can register through the link above. EU staff members with a professional EU LOGIN account should use that account for their application. A helpdesk facility is available via the Contact Support tab in the **e-Application**.

Candidates may list a maximum of 8 posts in order of preference for each rotation publication (management and non-management). A choice of 8 posts may be made among all posts offered in the AD management rotation (Head of Delegation and Deputy Head of Delegation posts) and a choice of 8 posts may be made among all posts offered in the AD non-management rotation<sup>24</sup> via **e-Application**, using their EU login and password.

Candidates are invited to indicate whether they would be interested in considering **other posts** included in the 2027 rotation exercise, should none of the 8 posts indicated as priorities be assigned to them.

During the online application procedure, candidates must upload either in English or French:

- 1) Their CV (preferably using the Europass format, available at the website of the European Centre for the Development of Vocational Training: [link to Europass website](#)).
- 2) One single motivation letter (maximum 2 pages) covering all posts applied for. Candidates applying for a Head of Delegation post are invited to focus, in their motivation letter, on their management and

interpersonal skills, and illustrate these with concrete examples.

- 3) The “absence of conflict of interest form” annexed to these guidelines adequately filled in. Additional details on the absence of conflict of interest may be requested at a later stage from the selected candidates.
- 4) Candidates from the Member States and current EEAS Temporary Agents 2(e) must also upload a copy of their passport/ID.

Temporary agents 2(e) currently working in the EEAS must upload a certificate confirming i) the renewed support of their Member State's Ministry of Foreign Affairs for the post(s) for which they are applying as well as ii) the renewed guarantee of reinstatement in their Ministry of Foreign Affairs after the end of their contract with the EEAS. The template to be used can be found in annex 3.

- 5) Candidates from the Member States must upload the statement of their Ministry of Foreign Affairs described in point 4) of the section “Specific eligibility criteria for candidates from the Member States” above. The template to be used can be found in annex 3.

Temporary Agents 2(e) currently working in the EEAS and taking part in the rotation exercise will only be granted a second contract if selected for a new post.

**The closing date for applications is Thursday 10 September 2026 at 12.00 noon (Brussels time).**

Please note that the **only** way to submit an application is by using the online system. Any submission by email will not be accepted. **Applications received after the deadline will not be accepted**<sup>25</sup>. As the system may experience peak activity around the deadline for applications, candidates are strongly advised to submit their application as **early as possible**.

For correspondence concerning the selection procedures, please use the following email addresses:

**For Ambassador and Deputy Head of Delegation posts:**  
[CCA Secretariat](#)

**For Head of Section and Political Officer posts:**  
[AD-Non-Management-Delegations@eeas.europa.eu](mailto:AD-Non-Management-Delegations@eeas.europa.eu)

### 2) Pre-selection and selection

The pre-selection and selection will be done according to the rules set forth in Article 4 of the Decision ADMIN(2023) 25 of 10/07/2023 the High

by the Decision ADMIN(2019) 8 of the High Representative of the Union for Foreign Affairs and Security Policy of 1 October 2019 on implementing rules relating to the protection of personal data by the European External Action Service and the application of Regulation (EU) 2018/1725.

The privacy statement is available on the EEAS website: [EEAS Privacy Statement - Data Protection Notice](#) and on the EEAS Intranet: [here](#).

<sup>24</sup> Additionally, EEAS staff may apply for a maximum of 8 posts in the internal AD non-management rotation exercise.

<sup>25</sup> Any technical difficulties must be reported with screenshots before the deadline via the Help function in e-Application.

<sup>21</sup> If the interest of the service so requires, a selection procedure can be terminated at any stage and the post be filled by a reassignment in accordance with Article 7 of the SR.

<sup>22</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39–98).

<sup>23</sup> Your personal data will be processed in accordance with Regulation (EU) 2018/1725, as implemented, within the EEAS,

Representative of the Union for Foreign Affairs and Security policy of 9 March 2011, on the Consultative Committee on Appointments (CCA) to the European External Action Service (Heads of Delegation) and Articles 9 (Deputy Heads of Delegation) and 10 (non-management posts) of the EEAS Rotation Decision.

## **EQUAL OPPORTUNITIES**

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

The EEAS is committed to working with people with disabilities in the terms of the SR. If, by virtue of your medical condition or special needs, you require reasonable accommodation for a part or the entirety of this selection process, please send us an email to [CCA-SECRETARIAT@eeas.europa.eu](mailto:CCA-SECRETARIAT@eeas.europa.eu) for applications for management posts) or [EEAS-AD-Non-Management-Delegations@eeas.europa.eu](mailto:EEAS-AD-Non-Management-Delegations@eeas.europa.eu) (for applications for non-management posts). 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.

**MINIMUM YEARS OF EXPERIENCE REQUIRED FOR MANAGEMENT POSTS:**

**HEADS OF DELEGATION  
AND  
DEPUTY HEADS OF DELEGATION**

|                                                                                  | <b>Posts published at level:</b> |                                |                                |
|----------------------------------------------------------------------------------|----------------------------------|--------------------------------|--------------------------------|
| For Temporary Agents 2(e) /candidates from the Member States:                    | AD 12                            | AD 14                          | AD 15                          |
| For EU Staff Members:                                                            | AD 9 – AD 14                     | AD 14 – AD 15                  | AD 15 – AD 16                  |
| Management experience                                                            | ≥ 3 years                        | ≥ 7 years<br>At relevant level | ≥ 9 years<br>At relevant level |
| External relations experience                                                    | ≥ 6 years                        | ≥ 10 years                     | ≥ 12 years                     |
| Professional experience<br>(Temporary Agents 2(e)/Member States candidates only) | ≥ 12 years                       | ≥ 15 years                     | ≥ 15 years                     |

**MINIMUM YEARS OF EXPERIENCE REQUIRED FOR NON-MANAGEMENT POSTS:**

|                                                                                  | <b>Posts published at level:</b>            |                        |
|----------------------------------------------------------------------------------|---------------------------------------------|------------------------|
|                                                                                  | <b>POLITICAL/POLICY OFFICER</b>             | <b>HEAD OF SECTION</b> |
|                                                                                  | <b>POLITICAL AND ADMINISTRATION OFFICER</b> |                        |
| For Temporary Agents 2(e)/Candidates from the Member States:                     | AD 7                                        | AD 9                   |
| For EU Staff Members:                                                            | AD 5 – AD 12                                | AD 5 – AD 12           |
| External relations experience                                                    | ≥ 2 years                                   | ≥ 3 years              |
| Professional experience<br>(Temporary Agents 2(e)/Member States candidates only) | ≥ 6 years                                   | ≥ 10 years             |

EUROPEAN EXTERNAL ACTION SERVICE



**DECLARATION OF ACTUAL OR POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY  
CANDIDATES IN ROTATION 2027**

**Article 11a of the SR:**

*“1. An official shall not, in the performance of his duties and save as hereinafter provided, deal with a matter in which, directly or indirectly, he has any personal interest such as to impair his independence, and, in particular, family and financial interests.  
2. 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 by analogy to Temporary Agents by virtue of Article 11 of the CEOS.

**Article 6(1)(a) of the Decision ADMIN(2024) 20 of the High Representative of the Union for Foreign Affairs and Security Policy of 24 July 2024 on the periodic serving of Officials and Temporary Agents in Union Delegations and repealing Decision ADMIN(2021) 221 of 1 July 2021:**

*“[Candidates shall] not have any conflict of interest such as to impair their independence if selected for the post. To that end, the candidate, using a specific form, shall inform the Appointing Authority of any actual or potential conflict of interest. This form shall also contain information on the nationalities, professional activities and other relevant facts concerning the spouse of the candidate or dependents living in the same household with them”.*

It is the candidates' duty to inform through this form the EEAS of any actual or potential conflict of interest regarding their future tasks. The candidates shall be broad in the identification of actual or potential conflict of interests.

It is 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 transfer to that post in the context of the rotation, or whether they should call for adequate mitigating measures to protect both the interests of the Institution and of the selected candidate.

|                                                                           |                                                                               |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <b>Title/First name/Last Name</b>                                         |                                                                               |
| Candidate status:                                                         |                                                                               |
| <input type="checkbox"/> Permanent Official of the Institutions of the EU | <input type="checkbox"/> Candidate from a Member State                        |
| <input type="checkbox"/> Current EEAS Temporary Agent                     | <input type="checkbox"/> EPSO/internal competition laureate. Competition no.: |
| Current and former EU nationality/nationalities:                          |                                                                               |
| Current and former non-EU nationality/nationalities:                      | (if not applicable, tick here) <input type="checkbox"/>                       |
| Current employer:                                                         |                                                                               |
| Spouse/partner's EU nationality/nationalities:                            | (if not applicable, tick here) <input type="checkbox"/>                       |
| Spouse/partner's non-EU nationality/nationalities:                        | (if not applicable, tick here) <input type="checkbox"/>                       |
| Spouse/partner's professional activities:                                 | (if not applicable, tick here) <input type="checkbox"/>                       |
| Dependents' nationality/nationalities:                                    | (if not applicable, tick here) <input type="checkbox"/>                       |

*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 would actually or potentially impair your independence in the course of your duties in the eventuality of your posting in a EU delegation and which may thus lead to any actual or potential conflict of interest relevant to that position?*

**Positions applied for:**

| Job title | Job number | Delegation | Conflict of interest?                                    |
|-----------|------------|------------|----------------------------------------------------------|
| 1.        |            |            | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 2.        |            |            | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 3.        |            |            | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 4.        |            |            | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 5.        |            |            | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 6.        |            |            | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 7.        |            |            | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 8.        |            |            | YES <input type="checkbox"/> NO <input type="checkbox"/> |

*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 a reassignment in the interest of the service or/and, if I am a staff member of the EEAS, 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")**

## CERTIFICATE OF ADMINISTRATIVE STATUS, ENDORSEMENT AND REINSTATEMENT<sup>26</sup>

### 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 service<sup>27</sup> of *insert Member State* and is in active service on the date of signature of the present certificate.

The Ministry of Foreign Affairs<sup>28</sup> 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.

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<sup>26</sup> To be completed and certified by the competent authority of the national diplomatic service.

<sup>27</sup> Candidates having a permanent employment relationship with a government ministry of their Member State, other than the Ministry of Foreign Affairs (MFA) 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.

<sup>28</sup> Notwithstanding national terminology that may vary from one Member State to another.

**EUROPEAN EXTERNAL ACTION SERVICE**



**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,  
and repealing Decision ADMIN(2021) 221 of 1 July 2021**

**ADMIN(2024) 20**

# **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 and repealing Decision ADMIN(2021) 221 of 1 July 2021**

THE HIGH REPRESENTATIVE OF THE UNION FOR FOREIGN AFFAIRS AND SECURITY  
POLICY,

Having regard to Council Decision of 26 July 2010 establishing the organisation and the functioning of the European External Action Service<sup>1</sup> (hereinafter, ‘the EEAS’), and in particular Article 6(10) thereof,

Having regard to the Staff Regulations of Officials of the European Union (hereinafter, the ‘Staff Regulations’) and in particular Article 29 thereof and Article 2 of its Annex X, and the Conditions of Employment of Other Servants of the European Union (hereinafter, the ‘CEOS’), and in particular Article 10(5) thereof,

After consultation of the Staff Committee,

Whereas:

- (1) The EEAS runs a wide network of Union Delegations worldwide and the EEAS staff are subject to a high degree mobility and should in principle serve periodically in Union Delegations. Periodic serving in Union Delegations allows EEAS staff to experience a variety of assignments and to be exposed to different cultures and conditions on the ground, which is an asset for their personal and professional development;
- (2) The Decision of the High Representative of the Union for Foreign Affairs and Security Policy ADMIN(2021) 221 of 1st July 2021 on the periodic serving of Officials and Temporary Agents in Union of Delegations defined a legal framework for implementing the obligation of EEAS staff to periodically serve in Union Delegations. It is necessary to update the rules for serving on posts in these Delegations in the light of EEAS experience and of the rules set up in other EU institutions, in particular regarding the duration of postings and the selection of staff members for management and non-managements posts.
- (3) In the interest of the service and to ensure business continuity in Union Delegations, the decision should provide for preventive medical checks and allow the competent authority to take appropriate measures to limit the impact of long-term absences of staff members in Delegations.

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<sup>1</sup> OJ L 201, 3.8.2010.

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HAS DECIDED AS FOLLOWS:

### *Article 1 - Scope*

This Decision sets out the rules for officials and temporary agents engaged under Article 2 point (e) of the CEOS (hereinafter, 'TAs 2(e)') to be appointed or assigned to an EEAS post in a Union Delegation or for organising their return to the headquarters in Brussels (Belgium) from a post in a Union Delegation.

### *Article 2 – Definitions*

For the purposes of this Decision, the following definitions apply:

1. 'Union Delegation' means a delegation or representative office of the European Union to a third country or to international organisations, within the meaning of Article 221 of the Treaty on the Functioning of the European Union and Article 5 of the Council Decision 2010/427/EU establishing the organisation and functioning of the EEAS.
2. 'Posting' means an assignment to a post in a Union Delegation.
3. 'Rotation exercise' means the periodic exercise of moving officials and temporary agents between postings or between a posting and headquarters through a collective exercise usually conducted on a yearly basis, which includes the filling of posts through the 'mobility procedure' foreseen in Article 2 of Annex X to the Staff Regulations.
4. 'Management posts in Delegations' means posts of Heads of Delegation which are classified at the level of "Director-General" (AD 15 – AD 16), "Director" (AD 14 – AD 15) or "Head of Unit or equivalent" (AD 9 – AD 14) and Deputy Heads of Delegation classified at the level of "Head of Unit or equivalent" (AD 9 – AD 14) as referred to in Annex I, point A, to the Staff Regulations.
5. Any reference to the 'Appointing Authority' in this Decision may also be deemed to constitute a reference to the 'Authority Authorised to Conclude Contracts of Employment'.

### *Article 3 - Obligation to serve in a Union Delegation*

1. In principle, all EEAS officials and TA 2(e) shall periodically serve in Union Delegations.
2. After a consecutive period of no more than twelve years in headquarters, EEAS officials in the function group "Administrator" (hereinafter 'AD') should be assigned to a post in a Union Delegation. For this purpose, they shall be automatically included in the rotation exercise unless a derogation is granted by the Director responsible for human resources on justified grounds, taking into account the interest of the service and certain specialised profiles.
3. EEAS officials in the function group "Assistant" (hereinafter 'AST') and in the function group "Secretary and clerk" (hereinafter 'AST/SC') are not required to serve in Union Delegations but shall be encouraged to do so.

### *Article 4 - Duration and sequence of postings*

1. The duration of postings shall be decided by the Director responsible for human resources after considering the living conditions allowance determined in accordance with Article 10 of Annex X to the Staff Regulations and geopolitical factors relevant to that posting. The duration shall be no more than four years. The duration of posting(s) where staff is confined in a compound shall

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on no account exceed two years. The duration of the postings shall be determined before the launch of the rotation exercise or, when applicable, the publication of a vacancy notice. It shall be recalled in the selection letters notified to candidates.

2. The Appointing Authority for filling the post may at any time shorten or extend the duration of that posting by no more than one year, on its own initiative in the interest of the service and after hearing the staff member concerned, or upon justified request from the staff member concerned, in particular due to modifications of the living conditions allowance referred to in paragraph 1. A final extension may exceptionally be granted by this Appointing Authority in the interest of the service, after hearing the staff member concerned. Extensions under this paragraph shall be granted within the limit of no more than six years and three months per posting.
3. Without prejudice to exemptions exceptionally granted under Article 7 of this Decision, Officials and TAs 2(e) shall serve in Union Delegations for no more than two consecutive postings.
4. In the event of a long-term absence of more than six months, including by reason of illness or accident, the Appointing Authority may, in the interest of the service, after hearing the person concerned, decide to end the posting and reassign the staff member of the Union Delegation to a post in headquarters. Maternity, parental and family leaves shall not be considered as long-term absences for the purposes of the present article.
5. Without prejudice to paragraph 4 above, at the end of the posting(s) referred to in this Article, the EEAS official shall return to EEAS headquarters, in accordance with Article 6, paragraph 2(c) and Article 13 of the present Decision.
6. Without prejudice to Article 51 of the Staff Regulations and to the procedural steps to be taken in dealing with a case of professional incompetence in the EEAS, a procedure for reassignment to Headquarters may be launched by the Director responsible for human resources if the performance of a staff member posted in an EEAS Delegation has been evaluated as unsatisfactory in the last annual report provided for in Article 43 of the Staff Regulations. It must be launched by the Director responsible for human resources if the performance has been evaluated as unsatisfactory in two of the last three annual reports. Furthermore, the procedure may also be launched by the Director-General responsible for Resource Management in other exceptional and duly justified cases related to the performance of a staff member posted in an EEAS Delegation.

### *Article 5 – Filling posts in Delegation*

1. Pursuant to Articles 2 and 3, first sentence, of Annex X, posts in Delegation shall be filled through the rotation exercise or, when deemed appropriate, by ad hoc selection procedures involving the publication of a vacancy notice.
2. Selection procedures under this Decision may be terminated at any stage in the interest of the service and the Appointing Authority may decide to reorganise its services by a reassignment of posts.

### *Article 6 - Eligibility*

1. Further to the conditions determined for each post in the vacancy notice, an official or TA 2(e) applying for a post in a Union Delegation shall:
  - a. not have any conflict of interest such as to impair their independence if selected for the post. To that end, the candidate, using a specific form, shall inform the Appointing Authority of any actual or potential conflict of interest. This form shall also contain information on the

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nationalities, professional activities and other relevant facts concerning the spouse of the candidate or dependents living in the same household with them;

b. have the capacity to work in the CFSP working languages (English and French).

2. Without prejudice to exemptions exceptionally granted under Article 7 of this Decision, an official or TA 2(e) applying for a posting shall be subject to the following conditions:
- the candidate is in a position to serve the full duration of the posting within the duration of their service with the EEAS or before reaching the age of retirement foreseen under Article 52(a) of the Staff Regulations<sup>2</sup>;
  - the candidate serving in a posting at the time of the application is eligible for a new posting if they are included in the rotation or mobility exercises or if the last day for submitting the applications for the vacancy notice is less than six months from the end of their ongoing posting;
  - the candidate has served a minimum of two years in headquarters after having returned from a post in a Delegation;
  - the candidate is not eligible for posts/functions to which they have already been assigned in the same Delegation;
  - 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;
  - the candidate is not eligible for a third posting to the same Delegation, irrespective of the functions;
  - the candidate is not eligible for a 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 compound-confined, non-family posting.
  - the candidate is eligible to apply only for a post corresponding to the type of post occupied at the time of the application or to a higher type of post as listed in Annex I to the Staff Regulations

The eligibility criteria under points (b) and (c) shall not apply when a candidate applies to a higher type of post under Section A of Annex I to the Staff Regulations.

3. Without prejudice to paragraphs 1 and 2, and without prejudice to exemptions exceptionally granted under Article 7 of this Decision, candidates for a management post in a Union Delegation shall:
- have served a minimum of two years in a Union Delegation or in a diplomatic mission of an EU Member State;
  - have no less than three years' management experience with responsibility for at least six subordinate staff members;
  - not have been accredited as a resident diplomat to the country of the posting at any time during the two years preceding the start date of the assignment indicated in the vacancy notice;
  - apply to posts that correspond to the type of post occupied at the time of the application or to a higher type of post as listed in Annex I to the Staff Regulations.

### *Article 7 – Exemptions*

- Candidates, who already served two consecutive postings in Union Delegations as required in Article 4(3) of this Decision or who do not fulfil the eligibility criteria foreseen under Article 6(2) or (3), may nevertheless submit their applications for available post(s) accompanied by a reasoned request for an exemption. The Appointing Authority or, when applicable, the Consultative Committee on Appointment (CCA) on behalf of the Appointing Authority, will examine those requests while assessing the eligibility of all applicants for each available post.

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<sup>2</sup> Applicable to temporary agents by virtue of Article 47(a) of the CEOS.

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As a result of the eligibility assessment, exemptions to the conditions foreseen in Article 4(3) and 6(2) and (3) of this Decision may exceptionally be granted in the interest of the service.

2. While more than 2 consecutive postings may exceptionally be authorised, especially as regards the posts of “Head of Administration”, the total duration of the consecutive postings shall not be superior to 12 years and nine months.
3. In cases where candidates are exceptionally allowed to apply for a post that corresponds to a lower type of post than the one occupied at the time of application, they will be informed that their assignment to such post may impact accordingly their eligibility for promotion in light of the lower grade brackets foreseen in Annex I to the Staff Regulations.

### *Article 8 – Selection*

1. The selection procedures shall be transparent and based on merit, having regard to adequate gender and geographical balance, without fixed or guaranteed quotas for specific groups.
2. Without prejudice to the foregoing, the Appointing Authority may take the following subsidiary criteria into account when selecting candidates:
  - a. the need to assist EEAS officials or TAs 2(e) to fulfil their obligations under Article 3(1) of the present decision;
  - b. the need to ensure that EEAS officials or TAs 2(e) pursue a variety of assignments to widen their experience in different world regions and develop a mix of competences;
  - c. the principle of alternation of postings according to the level of difficulty of the living conditions, taking into account the living conditions allowance determined in accordance with Article 10 of Annex X to the Staff Regulations and relevant geopolitical factors to that posting;
  - d. requests for family unification, in particular through coordination with other EU institutions or Member States.
3. Non-selected candidates are entitled to request feedback from the chair of the selection panel. They may be accompanied by an EEAS staff representative.

### *Article 9 – Selection procedure for management posts in Delegations*

1. The Director responsible for human resources shall launch the rotation exercise for management posts in Union Delegations and publish the corresponding vacancies pursuant to Articles 4 and 98 of the Staff Regulations. In principle, the rotation exercise for a specific year shall be launched by no later than the end of July of the preceding year. Selected candidates shall take up duties by 1 September of the year of the rotation exercise, unless otherwise authorised by the Appointing Authority.
2. The selection procedure for posts of Heads of Delegation shall be carried out in accordance with the Decision ADMIN(2023) 25 of the High Representative of the Union for Foreign Affairs and Security policy of 10 July 2023, establishing and laying down the rules of procedure for the Consultative Committee on Appointments (hereinafter, the ‘CCA’) to the EEAS.
3. The selection procedure for Deputy Heads of Delegation posts at the level of “Head of Unit or equivalent” (AD 9 – AD 14) will be carried out as follows:
  - (a) for the posts published outside of the framework of the rotation exercise for management posts in Union Delegations provided for in paragraph 1, the selection procedure will be conducted by a panel composed of 3 members: the Director responsible for human resources who shall serve as

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the Chairperson, one representative of the European Commission and the Director of the relevant EEAS Managing Directorate. The panel shall include at least one representative of each gender.

The panel shall review the eligibility of candidates. It shall then establish a list of candidates who best meet the selection criteria on the basis of the requirements of the post. These pre-selected candidates shall be invited to an interview by the panel. The incumbent Heads of Delegations may be invited to attend the interviews as observers. The pre-selected candidates may also be invited to an Assessment Centre. Based on the performance of the candidate during the interview, and, when applicable, taking account of the Assessment Centre results, the panel shall establish a shortlist of candidates. The reasoned recommendations of the panel shall be submitted for a decision by the Appointing Authority.

(b) For the posts published within the framework of the rotation exercise for management posts in Union Delegations, the review of the eligibility of the candidates and the establishment of the list of candidates to be interviewed will be conducted by the CCA, as provided for by Article 1 (2) ii of the Decision ADMIN(2023) 25 of the High Representative of the Union for Foreign Affairs and Security policy of 10 July 2023, establishing and laying down the rules of procedure for the CCA to the EEAS.

The interviews of the pre-selected candidates and the selection procedure will be conducted by a panel of the same composition and under the same conditions laid out in the previous subparagraph (a).

4. The Secretariat of the CCA will support the work of the panel involved in the procedures described in paragraph 3 (a) and (b).

### *Article 10 – Selection procedure for non-management posts*

1. The Director responsible for human resources shall launch the rotation exercise for non-management AD, AST and AST/SC posts. In principle, the rotation exercise for a specific year shall be launched by no later than the end of July of the preceding year and completed by no later than the end of January of the year of the rotation exercise. Selected candidates shall take up duties by 1 September unless otherwise agreed by the Appointing Authority.
2. The EEAS shall publish the vacancy notices for non-management posts in the rotation exercise in accordance with Articles 4 and 98 of the Staff Regulations. In the interest of the service, selection procedures may be terminated at any stage and the Appointing Authority may decide to reorganise its services by reassignment.
3. In the interest of the service and in particular to fulfil the objectives of Article 3 of this Decision, the EEAS may identify some non-management posts that could be filled by reassignment of EEAS officials or TAs 2(e) who are eligible for the rotation exercise at the time it is launched. For this purpose, the EEAS shall publish an internal call for expression of interest.
4. For AD non-management posts, the selection procedure for the rotation exercise shall be conducted by a Rotation Committee. The Rotation Committee shall be chaired by the Director responsible for human resources and composed of a representative of each Directorate concerned by the respective rotation exercise. The members shall be selected by the chair upon recommendation by the EEAS services concerned by the rotation exercise. The EEAS Head of Division responsible for Selection and Recruitment shall be responsible for the preparatory work and act as secretariat of the Rotation Committee.

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For the purposes of paragraph 2, the Division in charge of Selection and Recruitment shall establish a list of candidates meeting the eligibility criteria. The Rotation Committee shall review the eligibility of these candidates. Then selection panels appointed by the Director responsible for human resources shall establish a list of candidates who meet the selection criteria on the basis of the requirements of the post and shall invite them to an interview. Each panel shall consist of no less than three officials or TAs 2(e) having the same function group and grade as the vacant post or higher. The panel shall include at least one man and one woman and representatives from no less than two EEAS Divisions. The selection panels shall report the outcome of its interviews to the Rotation Committee indicating the order of preference among the shortlisted candidates.

For the purposes of paragraph 3, each EEAS service concerned by the rotation exercise shall examine the profiles and merits of the candidates who have expressed their interests in light of the requirements of the posts, as set out in the call for expression of interest, and establish a list of candidates indicating an order of preference.

After considering the recommendations received under the preceding two subparagraphs, the Rotation Committee shall submit its reasoned recommendations for decision by the Appointing Authority. Where it recommends more than one candidate for a post, it shall indicate an order of preference. In reaching its conclusions, the Rotation Committee shall prioritise the interest of the service and consider the preferences expressed by candidates for the available posts.

5. For AST and AST/SC posts in Union Delegations, the selection procedure shall be conducted by selection panels appointed by the Head of the Division in charge of Selection and Recruitment. A panel shall consist of no less than three officials or TAs 2(e) having the same function group and grade as the vacant post or higher. The panels shall include at least one man and one woman and representatives from no less than two EEAS Divisions.

Separate selection panels shall be appointed for Head of Administration posts classified at the level of the function group “Assistant” (AST) and other posts classified at the level of the function group “Assistant” (AST) and “Secretaries and clerks” (AST/SC).

The selection panels shall review the eligibility of candidates and establish lists of candidates to be considered on the basis of the requirements of the post. The selection panels shall each report the outcome of their selection process to the Appointing Authority. The latter may consult the EEAS relevant geographical or thematic Division(s) before taking the final decision.

### *Article 11 – Medical clearance*

1. 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.
2. To this end, selected candidates shall:
  - a. submit to a medical officer designated for this purpose by the Appointing Authority a confidential form declaring medical information, which also contains medical information on their dependents;
  - b. undergo a medical examination and complementary exams including, where appropriate, a psychological examination.

Based on the outcome of the medical examination and complementary tests and taking into account the specificities of the post of assignment, including its geographical location and the local living conditions, the medical officer shall issue an opinion to the Appointing Authority in order to take the appropriate decision in the exercise of its duty of care.

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3. Where a negative medical opinion is issued as a result of the medical examination conducted under the paragraph 2, the candidate may submit a request for the case to be submitted to a medical committee by analogy with the procedures provided under Article 33 of the Staff Regulations.
4. After consulting the EEAS Medical Service, the Appointing Authority may decide to consider as valid a medical clearance issued up to one year before the take-up duty date referred to in Articles 8(1) and 9(1) for a posting in a country whose living conditions allowance was, at the time of the medical clearance, higher or equal to that of the new posting.
5. Staff members assigned for at least one year to a post in a place of employment considered difficult or very difficult whose living conditions allowance is superior or equal to 30 % are required to undergo every two years a medical examination by the EEAS medical service in order to reassess whether they are fit to perform their duties in this post of assignment.
6. In duly justified cases, including in view of the exercise of its duty of care, the Appointing Authority may request the EEAS medical service to reassess their medical fitness within the meaning of paragraph 1 in light of the evolution, if applicable, of both the personal situation of the jobholder and the local living conditions.
7. Where a negative medical opinion is issued as a result of the medical examination under the paragraph 6, the Appointing Authority may decide, in the interest of the service, to reassign the staff member concerned to a post in headquarters, after hearing the person concerned.

### *Article 12 – Security clearance*

1. A candidate selected for a posting shall be assigned or appointed on condition that they are granted Personnel Security Clearance (PSC) at EU SECRET level in accordance with the Decision ADMIN(2023)18 of the High Representative of the Union for Foreign Affairs and Security Policy of 19 June 2023 on the security rules for the EEAS (hereinafter, the ‘EEAS Security Rules’) and the Decision ADMIN(2019) 7 of the Director General for Budget and Administration of the EEAS of 8 March 2019 on Security Clearance Requirements and Procedures for the EEAS (hereinafter, the ‘Decision ADMIN(2019) 7 on Security Clearance Requirements and Procedures’). Except in the case where the vacancy notices requires that candidates should already hold a PSC at the time of the application, a selected candidate that is not in possession of the required PSC shall initiate the process for requesting the PSC in accordance with Article 4 of Decision ADMIN(2019) 7 on Security Clearance Requirements and Procedures within ten working days from the notification of their selection for the post. Failure to initiate the process within this deadline shall expose the candidate to the withdrawal of the offer.
2. For reasons of urgency, where duly justified in the interest of the EEAS and pending completion of a full PSC, the EEAS Security Authority may, after consulting the National Security Authority of the Member State concerned, grant a temporary authorisation to access confidential information in accordance with the EEAS Security Rules and the Decision ADMIN(2019) 7 on Security Clearance Requirements and Procedures. In case of failure to obtain or renew the required PSC, the Appointing Authority may take the appropriate measures in accordance with Article 3(3) of Decision ADMIN(2019) 7 on Security Clearance Requirements and Procedures.

### *Article 13 – Training*

1. A candidate selected for a posting may be required to undergo training to ensure that they possess the necessary competences, skills and knowledge. Certain security-related trainings, such as “HEAT”, may be required before taking up duty. Failure to undergo in due time security-related

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trainings may result in the postponement of the taking up duty or, in exceptional cases, to the withdrawal of the assignment offer.

2. They shall also receive instruction and training on the ethical standards required from staff posted to Union Delegations.

### *Article 14 – Return to Headquarters*

1. EEAS officials who return to headquarters from a posting shall be assigned to a post which corresponds to their function group and grade, as a result of the internal mobility exercise for posts in headquarters or directly by a decision of the Appointing Authority in the interests of the service. EEAS officials in posting may also apply for a vacant post in headquarters if the last day for submitting the application for the post is less than six months from the end of their ongoing posting.
2. TAs 2(e) may, not earlier than 6 months before the end of their assignment, apply for a vacant post in headquarters or submit a request to the Human Resources Directorate to be included in the internal mobility exercise for posts in headquarters.

### *Article 15 – Repeal*

The Decision ADMIN(2021) 221 of the High Representative of the Union for Foreign Affairs and Security Policy of 1 July 2021 on the periodic serving of Officials and Temporary Agents in Union Delegations is hereby repealed.

### *Article 16 – Entry into force, transitional measures and implementation*

1. This Decision shall enter into force on the date following its signature.
2. For the purposes of Article 3(2), periods of employment since 1 July 2021 following the entry into force of Decision ADMIN(2021) 221 of 1 July 2021 shall be taken into account.
3. The eligibility criterion provided in Article 6(3)(a) shall apply two years following the entry into force of this Decision.
4. The Director-General responsible for resource management may adopt guidelines for the implementation of the rotation exercise, which shall be brought to the attention of the staff committee.

Done at Brussels, 24 July 2024.



*Josep BORRELL FONTELLES*  
High Representative of the Union  
for Foreign Affairs and Security Policy





## e-Application Quick Reference Card for Rotations and Publications v1.7

### In This Reference Card

You can find material on:

| Topic                                                             | See Page |
|-------------------------------------------------------------------|----------|
| <a href="#">General Information</a>                               | 1        |
| <a href="#">To Read Before You Apply</a>                          | 1        |
| <a href="#">Applying for Rotations Exercises and Publications</a> | 4        |
| <a href="#">In Case You Need Assistance</a>                       | 10       |

### General Information

Text

#### What is e-Application?

e-Application is a system which allows concerned participants to apply for Rotation exercises and Publications.

#### Access and login

In order to participate in the rotation exercises and publications, you need to:

1. Open a web browser;
2. Copy one of the following URL: [Text](#)

| If ...                                                                                     | Then ...                                                                              |
|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| you use the EEAS / Commission network (generally speaking, if you work from EEAS premises) | <a href="https://eapplication.eeas.europa.eu">https://eapplication.eeas.europa.eu</a> |
| you are on the internet (generally speaking, if you work from outside EEAS premises)       | <a href="https://eapplication.eeas.europa.eu">https://eapplication.eeas.europa.eu</a> |

3. If you are not authenticated yet, do so now using your ECAS login and password.

#### Terminology used

Please note that *staffing programme* is a general term which, in the current document it applies to *rotation exercises* and *publications*.

### To Read Before You Apply

#### General remarks

1. You can fill in the application starting with any section (tab) you want (not necessarily in the order in which the tabs are displayed). You can start filling in information regarding the professional experience, for example, and then go back to the personal information.
2. Make sure you save the information before switching to a different tab.

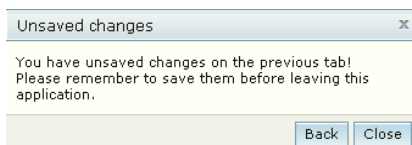
#### EUROPEAN

Please note that you can save information either using the [Save](#), [Add](#) or [Upload](#) buttons available in the page, according to the type of information in the tab. If no

**Save**

button is available in the page, the information is saved automatically.

If you leave the tab without saving the information, a message will be displayed to inform you that there is unsaved information:



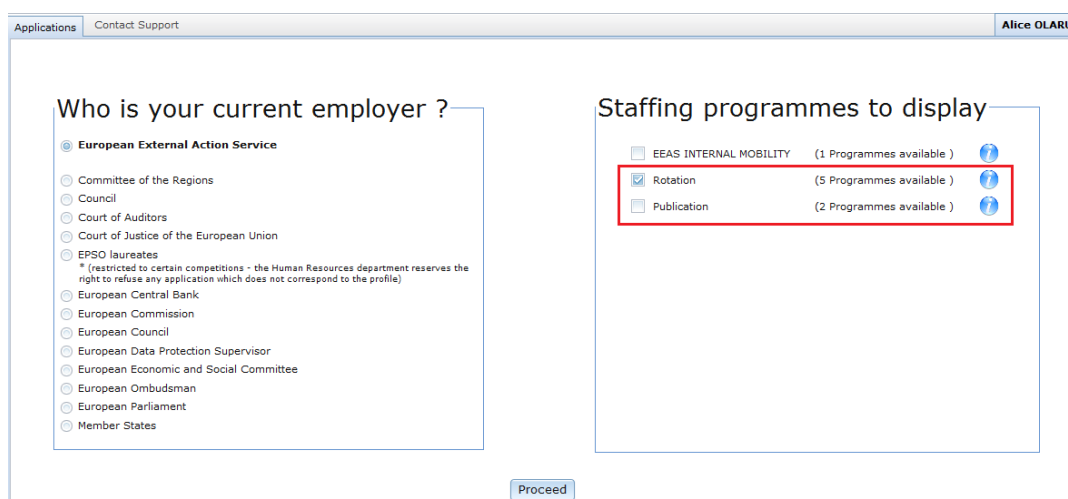
You can click **Back** and go back to that tab and save the information, or you can click **Close** and go on to the next tab without saving it.

3. Fields marked with an asterisk (\*) are mandatory fields.

4. If there are mandatory fields which have not been filled in, an exclamation mark  is displayed next to them when the user wants to leave that section.

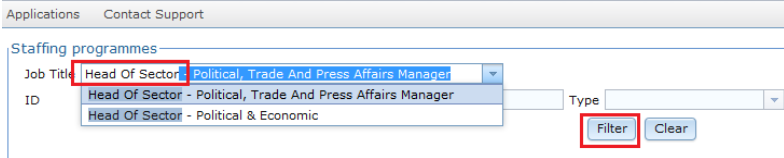
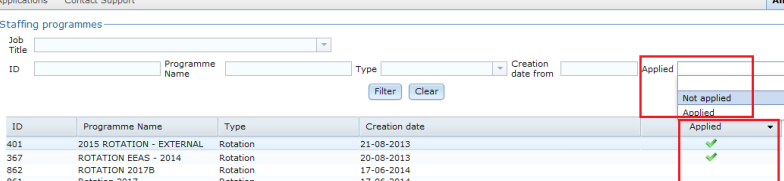
## The e-Application screen

After logging in and accessing the **Applications** menu, the system displays the e-Application screen, where you need to select **your current employer** and a **Rotation Exercise** and/or a **Publication**:



The screenshot shows the 'Applications' menu selected. The main content area is divided into two sections: 'Who is your current employer?' and 'Staffing programmes to display'. The 'Who is your current employer?' section has a list of options with 'European External Action Service' selected. The 'Staffing programmes to display' section has three options: 'EEAS INTERNAL MOBILITY' (1 Programme available), 'Rotation' (5 Programmes available), and 'Publication' (2 Programmes available). The 'Rotation' option is selected and highlighted with a red box. A 'Proceed' button is at the bottom.

As a result, the system will display the following page whose main purpose is to permit candidates to select the Staffing Programme they want to apply for. To do so, the screen contains filters to easily identify the targeted programme:

| What you can do                                                           | How                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |                |      |               |     |                          |          |            |     |                      |          |            |     |                |          |            |     |               |          |            |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|------|---------------|-----|--------------------------|----------|------------|-----|----------------------|----------|------------|-----|----------------|----------|------------|-----|---------------|----------|------------|
| Search for a certain job title by typing the job name                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |                |      |               |     |                          |          |            |     |                      |          |            |     |                |          |            |     |               |          |            |
| Filter the list to see only the programmes you applied / didn't apply for |  <table><thead><tr><th>ID</th><th>Programme Name</th><th>Type</th><th>Creation date</th></tr></thead><tbody><tr><td>401</td><td>2015 ROTATION - EXTERNAL</td><td>Rotation</td><td>21-08-2013</td></tr><tr><td>367</td><td>ROTATION EEAS - 2014</td><td>Rotation</td><td>20-08-2013</td></tr><tr><td>862</td><td>ROTATION 2017B</td><td>Rotation</td><td>17-06-2014</td></tr><tr><td>861</td><td>Rotation 2017</td><td>Rotation</td><td>17-06-2014</td></tr></tbody></table> | ID       | Programme Name | Type | Creation date | 401 | 2015 ROTATION - EXTERNAL | Rotation | 21-08-2013 | 367 | ROTATION EEAS - 2014 | Rotation | 20-08-2013 | 862 | ROTATION 2017B | Rotation | 17-06-2014 | 861 | Rotation 2017 | Rotation | 17-06-2014 |
| ID                                                                        | Programme Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Type     | Creation date  |      |               |     |                          |          |            |     |                      |          |            |     |                |          |            |     |               |          |            |
| 401                                                                       | 2015 ROTATION - EXTERNAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Rotation | 21-08-2013     |      |               |     |                          |          |            |     |                      |          |            |     |                |          |            |     |               |          |            |
| 367                                                                       | ROTATION EEAS - 2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Rotation | 20-08-2013     |      |               |     |                          |          |            |     |                      |          |            |     |                |          |            |     |               |          |            |
| 862                                                                       | ROTATION 2017B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Rotation | 17-06-2014     |      |               |     |                          |          |            |     |                      |          |            |     |                |          |            |     |               |          |            |
| 861                                                                       | Rotation 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Rotation | 17-06-2014     |      |               |     |                          |          |            |     |                      |          |            |     |                |          |            |     |               |          |            |

See what programmes were created since a certain date (for example, the last time you accessed e-Application)

Apply for a job

Staffing programmes

Job Title: Head Of Sector - Political, Trade And Press Affairs Manager

ID:  Programme Name:  Type:  Creation date from: 05/05/2014

Filter Clear

Applications Contact Support

Staffing programmes

Job Title: Regulations As Well As Specific Informatics And Security Rules

ID:  Programme Name:  Type:  Creation date from:  Applied:

Filter Clear

| ID  | Programme Name | Type     | Creation date from | Applied |
|-----|----------------|----------|--------------------|---------|
| 862 | ROTATION 2017B | Rotation | 17-06-2014         |         |

Job List

| Post type                                   | Status | Application |
|---------------------------------------------|--------|-------------|
| Senior Assistants [grade (AST 10 - AST 11)] | Open   | Apply       |
| Assistants [grade (AST 1 - AST 9)]          | Open   | Apply       |

Finally, you will get to the rotations and publications exercise home screen:

Applications Contact Support

ROTATION 2017B - Senior Assistants [grade (AST 10 - AST 11)] Current Employer: European External Action Service

Personal Information Posts Professional Experience EU Institution Staff Attached Documents Review and Apply

Information on candidate:

|                                         |                                  |
|-----------------------------------------|----------------------------------|
| Gender *                                | F                                |
| Surname *                               |                                  |
| First Name *                            | ALICE                            |
| Current postal address *                |                                  |
| E-Mail *                                |                                  |
| Birth date                              |                                  |
| Nationality *                           |                                  |
| Second Nationality                      |                                  |
| Telephone 1 *                           |                                  |
| Telephone 2                             |                                  |
| Current Employer *                      | European External Action Service |
| Nationality of the partner <sup>1</sup> |                                  |
| Second Nationality of the partner       |                                  |

Should you not be selected for the jobs to which you have applied, would you like to be considered for other vacancies? : ☐ Yes ☒ No

## Viewing the available jobs

Before proceeding to apply for a job, you can view the list of available jobs for each rotation and publication exercise.

For example, if you want to apply for ROTATION EEAS – 2014 and view what jobs are available, you can click on the programme. The list is displayed below:

Applications Contact Support

Staffing programmes

Job Title:

ID:  Programme Name:  Type:  Creation date from:  Applied:

Filter Clear

| ID  | Programme Name           | Type     | Creation date from | Applied |
|-----|--------------------------|----------|--------------------|---------|
| 862 | ROTATION 2017B           | Rotation | 17-06-2014         |         |
| 861 | Rotation 2017            | Rotation | 17-06-2014         |         |
| 841 | ROTATION 2016            | Rotation | 13-06-2014         |         |
| 401 | 2015 ROTATION - EXTERNAL | Rotation | 21-08-2013         |         |
| 367 | ROTATION EEAS - 2014     | Rotation | 20-08-2013         | ✓       |

Job List

| Post type              | Status | Application |
|------------------------|--------|-------------|
| AD Management EU staff | Open   | Read        |

The system displays a list which shows all the available jobs for that programme, with information on the *post type*, *status* and the *application status*.

## Applying for Rotations Exercises and Publications

### The application stages

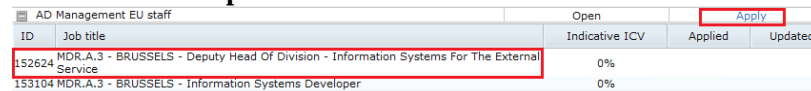
Following are the stages you should go through when applying.

Each stage is described in the following pages, in the order of occurrence:

| Stage | Description                                                           |
|-------|-----------------------------------------------------------------------|
| 1     | <a href="#">Select the staffing programme</a> (below)                 |
| 2     | <a href="#">Enter personal information</a> (on page 5)                |
| 3     | <a href="#">Select a post</a> (on page 6)                             |
| 4     | <a href="#">Enter professional experience information</a> (on page 7) |
| 5     | <a href="#">Enter EU Staff information</a> (on page 8)                |
| 6     | <a href="#">Attach supporting documents</a> (on page 9)               |
| 7     | <a href="#">Review and submit the application</a> (on page 9)         |

### Stage 1 – Select the staffing programme

Follow the steps below:

| Step | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Access the <b>Applications</b> menu.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2    | Select your <b>current employer</b> .<br><i>Please note that the current employer information is always displayed in the upper right corner of the Information System and you can change it at any time.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3    | After that, in the <b>Staffing programmes to display</b> panel, select Rotation and/or Publication, and then click on <b>Proceed</b> .<br><b>Result:</b> The system displays the screen where you must select the staffing programme for which you want to apply.<br><i>Please note that the available programmes have at least one of the following features:</i> <ul style="list-style-type: none"> <li>The Rotation(s) or Publication(s) for which the logged-in candidate has applied, and which are still <b>within the Visibility Date</b> of the programme.</li> <li>The Rotations or Publications open for Applications, for which there are Types of Jobs available/accessible at the logged-in candidate's employer.</li> </ul> |
| 4    | In the <b>Staffing programmes</b> panel, click on the programme in which you want to participate.<br><b>Result:</b> The system displays only the post types available/accessible according to your employer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 5    | In the <b>Job List</b> panel, you can click the + sign next to the post type to display the posts available for that type: <b>AD Management EU staff</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 6    | Click the <b>Apply</b> link next to the post type.<br><br>Please note that, if you expanded the list of posts, the <b>Apply</b> link is <b>above the posts list</b> :<br><br>                                                                                                                                                                                                                                                                                                                                                                                      |

After clicking **Apply**, the system opens the application form, on the **Personal Information** tab.

**For more information about filling in the application, please refer to the sections below.**

## Stage 2 – Enter personal information

**Before you proceed, please note that:**

1. For EEAS / European Commission ECAS users, the information on **gender, surname, first name, e-mail address, birth date, nationality** and **current employer** comes from the Sysper2 Information System and cannot be modified. In case any technical problem does not permit e-Application to retrieve some data from Sysper2, users can fill in these fields themselves.
2. The information you enter/modify here will be changed at the programme level, that is, it will change for all of the applications made within this rotation or publication exercise. For example, if you change the phone number when applying for an AD Non-Management post, the change will also be valid for the AD Management post application done before.

Access the **Personal Information** tab and fill in the following fields:

| Field                         | Description                                                                                                                                                                                                                                                                      |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Gender</b>                 | For registered users, the information comes from Sysper2 and cannot be modified.<br>Drop-down list with compulsory choice between Male (M) and Female (F)                                                                                                                        |
| <b>Surname</b>                | For registered users, the information comes from Sysper2 and cannot be modified.<br>(Family Name) This text field accepts only alphabetical characters (hyphens included to separate combined surnames).<br>The surname will be automatically converted in UPPERCASE letters.    |
| <b>First name</b>             | For registered users, the information comes from Sysper2 and cannot be modified.<br>Text field accepting alphabetical characters (hyphens included to separate first and second name)                                                                                            |
| <b>Current postal address</b> | Text field accepting both alphabetical characters and digits                                                                                                                                                                                                                     |
| <b>E-mail</b>                 | For registered users, the information comes from Sysper2 and cannot be modified.<br>External ECAS users can enter <b>only one e-mail address</b> here.<br>Standard e-mail characters are accepted.                                                                               |
| <b>Birth date</b>             | For registered users, the information comes from Sysper2 and cannot be modified.<br>Click on the field and a calendar will be displayed – you have to select a date, a month and a year.<br>Once a date is chosen, the value is shown in the <i>dd/mm/YYYY</i> format.           |
| <b>Nationality</b>            | For registered users, the information comes from Sysper2 and cannot be modified.<br>You can enter only one value here, which <b>MUST</b> be a European Union one. If you have a second nationality, this should be mentioned in the <i>Second nationality</i> field (see below). |

|                                          |                                                                                                                       |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Second Nationality</b>                | Only if you have a second nationality<br>The maximum number of nationalities per candidate is two.                    |
| <b>Telephone 1</b>                       | Compulsory telephone number.<br>The field <b>MUST</b> contain only numbers and the country code must be included.     |
| <b>Telephone 2</b>                       | Optional telephone number<br>The field <b>MUST</b> contain only numbers and the country code must be included.        |
| <b>Current Employer</b>                  | For registered users the field is automatically filled in from Sysper2.                                               |
| <b>Nationality of the partner</b>        | You should make a selection here only if they have a partner.                                                         |
| <b>Second Nationality of the partner</b> | In case your partner has a second nationality.<br>The maximum number of nationalities per candidate's partner is two. |

## Stage 3 – Select a post

You must select **all the posts you want to apply for before submitting the**



**application** ( **Review and Apply** tab).

After applying once, there is no possibility to add another post to the list and apply again.

### Please note that:

1. You must have at least 1 job selected per type of post you want to apply for.
2. The order in which posts are added represents your preference (the priority from your point of view). You can [change the posts preference](#) or delete any post **before submitting the application**.

The **Posts** tab contains the posts you selected (if any). The list shows information on your *preference, the country, city, type of post and indicative ICV* (the **Delegation** column).

Follow the steps below to select a post:

| Step | Action                                                                            |
|------|-----------------------------------------------------------------------------------|
| 1    | Make sure you are in the <b>Posts</b> tab.                                        |
| 2    | In the <b>Apply for a job</b> panel, click the drop-down arrow and select a post. |
| 3    | Click <b>Add</b> below.<br><b>Result:</b> The post is added to the list.          |

## If you want to change the posts preference

You can change the preference for a post:

- Either by *changing the position of the entries existent in the list*, or
- By *choosing a different post from the complete list*.

### In the first case:

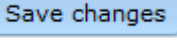
You have to *click the up and down arrows in the **Preference** column* (in the **Posts** screen). By clicking the up and down arrows, you can only move the item one position up or down.

### In the second case:

You can replace a post (which was previously added to the list of preferences) with a new

post. For example, if the post occupies the first position in the list, the new one selected from the list (in the edit post screen) will become the first in terms of preference.

To change the post preference, follow the steps below:

| Step | Action                                                                                                                                                                                                                                                                                                                                             |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Make sure you are in the <b>Posts</b> tab.                                                                                                                                                                                                                                                                                                         |
| 2    | Click <b>Edit</b>  next to the post in the list which you want to change.<br><b>Result:</b> The system displays below the list of selected posts a dialog box with the name of the post and a drop-down arrow next to it, from where you can select another post. |
| 3    | Click the drop-down arrow and select the new post (which will subsequently occupy that position in the list).                                                                                                                                                                                                                                      |
| 4    | Click  .<br><b>Result:</b> The new post is displayed in the list of preferences, replacing the old choice.                                                                                                                                                        |

## Stage 4 – Enter professional experience information

**Please note that:**

1. According to the type of job you apply for, there are different requirements regarding the information you should provide:
  - Professional Experience
  - External Relations Experience
  - Management Experience
  - Accountancy and Financial Matters
2. You should enter here the most relevant professional (full time) experience.
3. If you apply for a type of job for which you applied before, you can use the button **Import from Previous Applications** to import your professional experience data existent in the system.
4. The periods specified for the positions must not overlap.

Fill in the professional experience as follows:

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Make sure you are in the <b>Professional Experience</b> tab.                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2    | Enter the following information for each position you want to add:<br><b>Position held</b> – The text field allows a maximum of 100 characters.<br><b>From/To</b> – Clicking on these fields will display a calendar. <b>From</b> date must be before <b>To</b> date. <b>From</b> date cannot be before the birth date and <b>To</b> cannot be after the date when the candidate is filling in the form.                                                                                      |
| 3    | Select the type of experience relevant for the type of job you apply for.<br><i>Please note that according to the box which is checked, extra fields are enabled.</i>                                                                                                                                                                                                                                                                                                                         |
| 4    | Click  at the end of the row.<br>When adding the professional experience, the system automatically calculates the duration (expressed in years) according to the dates entered by the candidate in the <b>From</b> and <b>To</b> fields, and displays it in the <b>Duration</b> column. Also, a total duration for the experience (in years) is calculated automatically below the <b>Duration</b> column. |

## Stage 5 – Enter EU Staff information



Only candidates from EU institutions must fill in this screen.

Fill in the following fields:

| Field                                                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Personnel number</b>                                | If the candidate is a Council member currently not in delegation, the text field allows a maximum of 100 characters.<br>For the other candidates, the field is disabled for editing and contains a pre-filled value coming from Sysper2.                                                                                                                                                                                                        |
| <b>Grade</b>                                           | If the candidate is a Council member currently not in delegation, a drop-down box for the selection of the grade is available (with values from AST01 to AD16).<br>For the other candidates (EEAS and Commission Staff members), the field is disabled for editing as the grade is retrieved from Sysper2.                                                                                                                                      |
| <b>Seniority in grade</b>                              | For all the candidates except for Council members in a delegation, the field is disabled for editing and it displays a pre-filled value.<br>If the Candidate is a Council member currently not in delegation, the field is a date picker where candidates (Council members) have to choose a date.<br>The selected date <b>MUST</b> be previous or equal to the day in which the Candidate is filling in the form.                              |
| <b>Current assignment</b>                              | Drop-down menu with the following values: <ul style="list-style-type: none"> <li>• in a delegation, in a management post, in current rotation (i.e., the current year)</li> <li>• in a delegation, in a management post, not in current rotation</li> <li>• in a delegation, not in a management post</li> <li>• in EEAS Headquarters</li> <li>• in Commission Headquarters</li> <li>• in GSC</li> <li>• in any other EU institution</li> </ul> |
| <b>Currently in 2<sup>nd</sup> consecutive posting</b> | Check the <b>Yes</b> or <b>No</b> radio buttons.                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Asking for double posting?</b>                      | Check the <b>Yes</b> or <b>No</b> radio buttons. If the YES option is checked, extra fields are displayed. See the rows below for more information.                                                                                                                                                                                                                                                                                             |
| <b>Name of partner</b>                                 | If you have a partner, fill in his/her first and last names.                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Personnel number of partner</b>                     | The text field allows a maximum of 100 characters.                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Partner's employer</b>                              | Choose one of the available values.                                                                                                                                                                                                                                                                                                                                                                                                             |

## Stage 6 – Attach supporting documents

### **Please note:**

1. The documents you upload have to be up-to-date.
2. You can upload **only one file for every field** (if you had already uploaded a file and then you upload a new one, the previous file is replaced).



Business-wise, this means that you will use one CV and one motivation letter to apply for all the posts in this staffing programme.

3. You can delete and/or upload a file at any time **before signing your application**.

Follow the steps below to upload documents:

| Step | Action                                                                                                                                                     |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Make sure you are in the <b>Attached Documents</b> tab.                                                                                                    |
| 2    | Click <b>Browse...</b> next to the field where you want to upload a document.<br><b>Result:</b> The File Upload dialog box is displayed.                   |
| 3    | Choose a file and click <b>Open</b> .<br><b>Result:</b> The name of the file is displayed in the CV field, but the file is not uploaded in the system yet. |
| 4    | Click the <b>Upload</b> button below the list of attached documents.<br><b>Result:</b> The files are uploaded and saved in the system.                     |

## Stage 7 – Review and submit the application



### **After submitting the application:**

1. You will only be able to modify **the postal address** and **the telephone number**; therefore, make sure all the information is correct before submitting it.
2. You cannot add any more posts to apply for. Therefore, before applying, make sure you have put in the list all the posts (the **Posts** tab) you want to apply for.
3. The PDF generated is accessible at any time in the application space, in the tab

**Attached Documents**

According to the status of your application form, the **Review and Apply** tab may display the following:

| When your application is ... | Then the tab <b>Review and Apply</b> displays ...                                 | And you need to...                                                                                                                                                                                                       |
|------------------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Complete                     | A message in green, informing you that your application is ready to be submitted. | Click <b>Apply</b> to submit the application.                                                                                                                                                                            |
| Incomplete                   | A message in red, informing you which missing information you need to fill in     | <ol style="list-style-type: none"> <li>1. Complete your application with the information mentioned in this tab;</li> <li>2. Access the <b>Review and Apply</b> tab again to submit the completed application.</li> </ol> |

When you submit the application, the system generates a PDF file which you can download immediately or download later from the **Attached Documents** tab.

## In Case You Need Assistance

Follow the instructions below for further help:

| For...                                             | Please use...                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| technical support                                  | the system menu <b>Contact Support</b> and then select <b>Technical Problem (Help Desk)</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| correspondence concerning the selection procedures | the following email addresses: <ul style="list-style-type: none"> <li>• For Head of Delegation posts: <a href="mailto:CCA-SECRETARIAT@eeas.europa.eu">CCA-SECRETARIAT@eeas.europa.eu</a></li> <li>• For Deputy Head of Delegation posts: <a href="mailto:EEAS-PUBLICATIONS@eeas.europa.eu">EEAS-PUBLICATIONS@eeas.europa.eu</a></li> <li>• For Head of Section/Political Officer posts: <a href="mailto:EEAS-AD-NON-MANAGEMENT-DELEGATIONS@eeas.europa.eu">EEAS-AD-NON-MANAGEMENT-DELEGATIONS@eeas.europa.eu</a></li> <li>• For AD non Managements posts at HQ: <a href="mailto:EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu">EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu</a></li> <li>• For AST posts at HQ: <a href="mailto:EEAS-HQ-APPLICATIONS-AST@eeas.europa.eu">EEAS-HQ-APPLICATIONS-AST@eeas.europa.eu</a></li> </ul> |

# EEAS PRIVACY STATEMENT- DATA PROTECTION NOTICE

## FOR THE PURPOSE OF PROCESSING PERSONAL DATA RELATED TO RECRUITMENT, ROTATION AND MOBILITY PROCEDURES FOR OFFICIALS AND TEMPORARY AGENTS WITHIN THE EEAS

### 1. INTRODUCTION

The protection of your personal data and privacy is of great importance to the European External Action Service (EEAS), including the Delegations of the European Union. You have the right under EU law to be informed when your personal data is processed [collected, used, stored] as well as about the purpose and details of that processing. When handling personal data, we respect the principles of the Charter on Fundamental Rights of the European Union, and in particular Article 8 on data protection. Your personal data are processed in accordance with Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, aligned with Regulation (EU) 2016/679, the General Data Protection Regulation. In this privacy statement you find information about how the EEAS and EU Delegations process your personal data and what rights you have as a data subject.

### 2. PURPOSE OF DATA PROCESSING: Why do we process your data?

#### I. Selection and Recruitment

The purpose of the manual process supported by the IT application ("e-application") is to manage selection and recruitment of officials and temporary agents within the EEAS.

#### II. Annual Rotation and Mobility exercises

The purpose of the processing activity is to manage the rotation exercise for staff in EU Delegations and the mobility exercise at Headquarters by matching offers and requests for mobility, thereby contributing to the overall mobility policy in the EEAS.

### 3. DATA PROCESSED: What data do we process?

Data, including personal data, collected for the processing operation may include the following:

Personal data submitted for Selection, Recruitment and Mobility:

- Name(s) , surname(s)
- Contact details (professional or private)
- Copy of ID document or passport (for external candidates)
- Person ID, statutory link, category and grade
- Job ID and job title
- Staff appraisal report (optional) if submitted by the candidate or consulted with the consent of the candidate
- CV
- Other material\*

\*Other material covers any document related to the applicant's career, including grade, nationality, and similar personal data, as well as data that is specific to the application, i.e. motivation letters, certificates from Member State diplomats attesting their membership of their diplomatic service

Further personal data handled for reimbursement purposes:

- Bank details (Bank account number, address, including copy of bank account sheet)
- Data on LEF (Legal Entity), BAF (Bank Account) forms of the EC DG Budget
- Breakdown of costs provided by EC PMO (European Commission Paymaster Office)

### 4. DATA CONTROLLER: Who is entrusted with processing your data?

The data controller determining the purpose and the means of the processing activity is the European External Action Service (EEAS). The Division entrusted with managing the personal data processing under the supervision of the Head of Division is the following organisational entity:

#### EEAS Division 'Selection and Recruitment' (RM.BHR.3)

### 5. RECIPIENTS OF THE PERSONAL DATA: Who has access to your data?

- Designated staff of RM.BHR, in particular BHR.3, case handlers of the data
- Senior management and designated support staff
- Head of Delegation or designated staff in EU Delegations
- Designated staff of Division Coordination Division (RM.01), with purpose limitation
- Designated staff of Operations and Accreditations of Division HQ Security and EEAS Security Policy (RM.SCS.3), with purpose limitation
- Designated staff of Digital Solutions Division (RM.SCS.5), with purpose limitation

- Members of selection panels including representatives of Member States, Council, Commission and EEAS\*
- Appointing Authority
- Line managers and hierarchy as well as administrative and other designated staff responsible for the organisation and management of the selection procedure at EEAS HQ or in EU Delegations involved in open vacancy selection procedures; staff involved in the mobility exercise at EEAS HQ, for the staff members who have expressed an interest in a job under their responsibility as well as other line managers and hierarchy involved in the mobility exercise if and when no match has been found in the first round
- EEAS Medical Service (RM.01)
- Member State diplomatic services (The list of posts published for selection and recruitment and those in mobility may be provided to Member States diplomatic services in case temporary agents of the national diplomatic services are invited to participate in the mobility exercise.\*\*)
- European Commission PMO (Paymaster Office) for payment related purposes
- European Commission DG Budget for reimbursement purposes linked to travel expenses
- European Commission DG HR services: HR.B.2 Recruitment and Mobility, HR.C.2 Performance Management, EC Medical Service; HR D.2.005 Personal Files
- In case an assessment centre would be part of the procedure for management selection: entity or service provider in charge of the assessment centre \*\*\*

\* According to the decision of the CCA (Consultative Committee on Appointments), senior management is appointed following a selection procedure in which representatives of Member States, Council, Commission and EEAS take part. The Commission, Council and Member States are appointing their representatives, who may vary for each selection panel. This may also be applicable to other AD posts.

\*\* Committee members, including Member States representatives are requested to sign a specific confidentiality obligation in order to ensure equivalent confidentiality obligations under Staff Regulations (Ref. "Declaration of Impartiality and Confidentiality")

\*\*\*In case an external company from Member States would be in charge of carrying out tasks for the EEAS it will be considered as a Transmission to recipients in EU Member States who are subject to the General Data Protection Regulation (Reg.(EU)2016/679) and Article 9 of Reg.(EU)2018/1725 applicable for EU institutions and bodies would apply. The necessity of the transfer of data to the company will be examined under the conditions provided in points (a) and (b) of Article 9(1), as it is performing an official task on behalf of the Selection Committee. If the necessity of the transfer is established, the mandate of the recipient will be determined in a contract or a legal act. Their respective obligations shall be ensured pursuant to Regulation (EU) 2018/1725 and in particular pursuant to the confidentiality and security requirements of Articles 4(1)(f), 29 and 33.

The personal data is not intended to be transferred to a third country or an international organisation. The given information will not be communicated to third parties, except where necessary for the purposes outlined above.

## 6. ACCESS, RECTIFICATION, ERASURE OF DATA: What rights do you have?

You have the right of access to your personal data and the right to correct any inaccurate or incomplete personal data. The right of rectification can only apply to factual data processed. Under certain conditions, you have the right to ask the deletion of your personal data or restrict their use as well as to object at any time to the processing of your personal data on grounds relating to your particular situation. We will consider your request, take a decision and communicate it to you. For more information, please see Articles 14 to 21, 23 and 24 of Regulation (EU) 2018/1725. In specific cases, restrictions under Article 25 of the aforementioned Regulation may apply.

Special attention is drawn to the consequences of a request for deletion, in which case any trace to be able to contact you will be lost.

For the annual mobility exercise at EEAS Headquarters, factual data are taken from Sysper and updated by senior management. Staff members identified for mobility are contacted individually by e-mail and have 10 working days to react. All staff members, including those not identified for mobility, are informed and have the same period of time to react. The CV and motivational statements are filled in by staff members themselves in the IT application.

If you have any questions concerning the processing of your personal data, you may address them to the following functional mailbox of the Data Controller:

**[selection-and-recruitment@eeas.europa.eu](mailto:selection-and-recruitment@eeas.europa.eu)**

## 7. LEGAL BASIS: On what grounds we collect your data?

Lawfulness

The processing of your personal data is necessary for the performance of a task carried out in the public interest, [Article 5(1)(a) of Regulation (EU) 2018/1725], as mandated by the Treaties, in particular by articles 5, 11, 20, 21-40, 42, 43 of the Treaty on European Union (TEU) and 2 (4) and (5), 205, 220-221, 326 – 334 of the Treaty on the Functioning of the European Union (TFEU). In this context, selection, recruitment and facilitating mobility are necessary for the management and functioning of the EEAS as referred to in Recital 22 of Regulation (EU) 2018/1725.

## I. Selection and recruitment

- Staff Regulations of Officials, in particular Article 7, Article 29 and Article 98 thereof and its Conditions of Employment of Other Servants of the European Union
- ADMIN(2023) 25 Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 10/07/2023 on the Consultative Committee on Appointments to the European External Action Service
- Good administrative practices in the framework of the Treaty of Lisbon and the Council Decision of 26 July 2010 establishing the organisation and functioning of the European External Action Service (2010/427/EU) available on [http://www.eeas.europa.eu/background/docs/eeas\\_decision\\_en.pdf](http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf), specifically Art. 6 thereof
- Provisions on a financial contribution towards travel and subsistence expenses for persons invited to the oral tests of an open competition or other selection procedure, to an interview or to a medical examination - Annex to Conclusion 252/08 applicable from 1 March 2008 College of Heads of Administrations CONCLUSION n° 277/17 Ref. Ares(2018)5408696 - 22/10/2018

## II. Annual rotation and mobility exercises

- ADMIN(2024) 20 Decision of the High Representative of the Union for Foreign Affairs and Security Policy on the periodic serving of Officials and Temporary Agents in Union Delegations
- ADMIN (2015)14 Decision of the Chief Operating Officer ad interim of the European External Action Service of 01/04/2015 on the organisation of an annual internal mobility exercise of staff in the AD and AST function groups at the EEAS Headquarters
- Good administrative practices in the framework of the Treaty of Lisbon and the Council Decision of 26 July 2010 establishing the organisation and functioning of the European External Action Service (2010/427/EU) available on [http://www.eeas.europa.eu/background/docs/eeas\\_decision\\_en.pdf](http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf)

## 8. TIME LIMIT - DATA STORING: For what period and how we process your data?

### I. Selection and recruitment

- In case of recruited applicants, the data retention period is set for 10 years as of the termination of employment.
- Personal data of recruited candidates in Sysper are stored according to the retention policy of Sysper.
- Retention of the selection case-handling file is set for 2 years after the end of the recruitment procedure.
- In case of non-recruited applicants, the time-limit for storage of the data is set in relation to the time-limits established for the possible review of the decision taken in the selection procedure (complaint to the European Ombudsman, appeal with the Court of Justice of the European Union), as well as in accordance with Article 49 of the Implementing Rules to the Financial Regulation.  
Furthermore, where necessary, to allow for the finalisation of the exhaustion of all appeal channels, including appeals before the Court of Justice of the European Union and the required follow-up to judgements, the personal data shall be kept no longer than 5 years after the judgment on the pending case is final, 2 years in case of complaint before the Ombudsman.
- In case of non-recruited applicants on the "reserve lists for appointment" the conservation of the data is to be determined in terms of the validity and the actual extension of the respective reserve lists.
- Payment related financial documents linked to reimbursement of travel expenses are kept for up to 5 years from the date on which the European Parliament grants discharge for the budgetary year to which the data relates, i.e. standard retention is 5+2 years.
- When appropriate, personal data contained in supporting documents are deleted where possible as long as these data are not necessary for further purposes, e.g. control, inspection and audit.

### II. Annual mobility exercise

- Data to be stored until all legal rights and obligations referring to a mobility decision concerning an official or temporary agent have elapsed, i.e. for a maximum of 5 years after the mobility exercise concerned.

### Security of data

Appropriate organisational and technical measures are ensured according to Article 33 of Reg. (EU) 2018/1725. The collected personal data are stored on servers that abide by pertinent security rules. Security is also guaranteed by the safety measures built in the various IT applications (SYSPER, ARES, etc.). Data is processed by assigned staff members. Access to specific files requires authorisation. Measures are provided to prevent unauthorised entities from access, alteration, deletion, disclosure of data. These measures, such as firewalls, checkpoints, antivirus, aim at implementing a level of security appropriate to the risks represented by the processing and the nature of the personal data to be protected. General access to personal data is only possible to recipients with a UserID/Password. Physical copies of personal data are stored in a properly secured manner. Specific measures are described in [e-DPO 314](#) Data Processing Compliance Record.

## 9. EEAS DATA PROTECTION OFFICER: Any questions to the DPO?

In case you have queries you can also contact the EEAS Data Protection Officer at [data-protection@eeas.europa.eu](mailto:data-protection@eeas.europa.eu).

## 10. RECOURSE

You have at any time the right to have recourse to the European Data Protection Supervisor at [edps@edps.europa.eu](mailto:edps@edps.europa.eu).