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

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Lietuvos nuolatinis atstovas Europos Sąjungoje

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ADMIN(2026) 18

EUROPEAN EXTERNAL ACTION SERVICE

Decision of the High Representative of the Union for Foreign Affairs and Security Policy

of 20/07/2026

on the rules applicable to National Experts seconded to the European External Action Service

ADMIN(2026) 18

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

Having regard to the Council Decision 2010/427/EU of 26 July 2010 establishing the organisation and functioning of the European External Action Service[1], and in particular Article 6(3) thereof,

Whereas:

1. Article 6(3) of the Council Decision 2010/427/EU of 26 July 2010 establishing the organisation and functioning of the European External Action Service (the "Council Decision") provides that the European External Action Service ("EEAS") may, in specific cases, have recourse to a limited number of specialised seconded national experts ("SNEs").

2. The rules contained in the Decision HR(2014) 01 of the High Representative of the Union for Foreign Affairs and Security Policy of 4 February 2014 establishing the rules applicable to National Experts seconded to the European External Action Service, as amended by the Decision HR(2014) 11 of 16 December 2014, need to be updated taking account of the constructive experience gained with the management of SNEs over the last twelve years.

3. The secondment of national experts should enable the EEAS to benefit from their high level of knowledge and professional experience, in particular in areas where such expertise is not readily available within the EEAS itself. In order to achieve these objectives, it is appropriate to determine conditions for the secondment of SNEs which ensure that they have the necessary expertise at the appropriate level. It is also necessary to ensure that the seconded experts are actively linked to their parent national administration or organisation.

4. While the EEAS should prioritise attracting expert knowledge from public administrations of EU Member States, it may also be in the interest of the service to accept, in exceptional cases, staff from international organisations or from non-profit organisations from EU Member States, such as research centres, universities or think tanks. It may also be in the interest of the service to accept staff from non-EU countries. Such exceptional secondments should be considered carefully, so as to ensure that the interests of the EU are not compromised by private or other interests.

5. Rules on the selection of SNEs should ensure greater transparency, adequate geographical and gender balance, and a merit-based selection process.

[1] OJ L 201, 3.8.2010, p. 30–40.

6. The conditions of employment of SNEs should ensure their full integration in the EEAS, without prejudice to the specificities of their status. In this context, line managers should be encouraged to organise a yearly dialogue with SNEs under their responsibility, in order to provide them with feedback on their performance and to exchange about their working environment.

7. An emphasis should be put on ethics and in particular on the prevention of conflicts of interests that may be identified either during the selection process, the exchange of letters or during the period of secondment. Such obligations should be similar to those for EEAS officials under the Staff Regulations of Officials of the European Union (the "Staff Regulations"), in order to ensure that SNEs carry out their duties solely in the interests of the EEAS.

8. Provisions regarding the suspension and termination of the secondment should be foreseen with the purpose of providing greater clarity.

9. It is appropriate to allow SNEs to benefit from parental leave under their national or employer rules, by means of an unpaid suspension of the secondment.

10. Taking account of the duty of care of the EEAS, a more efficient protection of SNEs against psychological and sexual harassment in the meaning of Article 12(a)(3) and (4) of the Staff Regulations of Officials of the European Union should be set out. The rules applicable at the EEAS to officials on requests for assistance under Article 24 of the Staff Regulations and their implementing provisions should be applicable by analogy to SNEs.

11. The employer remains primarily responsible for any subsistence or living conditions allowances for the periods of secondment of national experts to the EEAS; consequently, it is appropriate to foresee allowances to be granted by the EEAS to SNEs only insofar as no equivalent allowances are already paid by the employer. In case of any duplication, it is for the EEAS to deduct the equivalent amounts served at national level from allowances granted by the EEAS or recover accordingly, in part or in full, the allowances foreseen in this Decision.

12. The entitlement to daily allowances should be based on the same eligibility criteria as the expatriation allowance for EEAS officials referred to in Article 4 of Annex VII to the Staff Regulations.

13. Special provision should be made for SNEs assigned to Union Delegations. Differences of treatment between SNEs from different institutions in Union Delegations should be avoided as much as possible, unless such differences of treatment are duly justified and proportionate.

14. In the event of a country evacuation, reference should be made to the financial and administrative measures applicable to SNEs.

15. The diplomatic status of SNEs should be determined taking account of whether the secondment takes place in the EEAS Headquarters or in a Union Delegation.

16. Special provisions should be made for military staff seconded to the EEAS to join the European Union Military Staff ("EUMS") or the Managing Directorate for Peace, Security and Defence.

17. Military and non-military seconded staff should, in principle, be subject to similar rules pertaining to the duration of the secondment, as well as to the cooling-off period.

18. The secondment of Junior Diplomats having less than three years of professional experience in diplomatic services of EU Member States should be made possible in order to raise their awareness of EU foreign policies and provide them with an opportunity to better understand the working methods of the EEAS and the decision-making processes of the EU in the area of foreign relations.

19. The secondment of Close Protection Officers ("CPOs") to a Union Delegation should be foreseen, in particular to cater for cases where recourse to private security companies is not possible or appropriate, including due to restrictions under local law. The seconded Close Protection Officers should, in general, be granted the diplomatic title of "Attaché", unless agreed differently for each individual case.

20. Provisions should be made regarding the rules applicable to the selection and secondment of Military Advisers.

21. The secondment of Security Forces Personnel to the EUMS Watchkeeping Capability should be foreseen, following the progressive opening by EU Member States of security functions, previously reserved for military staff, to non-military personnel with similar expertise.

22. It should be clarified that all SNEs remain subject to their national disciplinary rules.

HAS DECIDED AS FOLLOWS:

CHAPTER I
GENERAL PROVISIONS

Article 1
Scope and definitions

1. This Decision applies to national experts seconded to the European External Action Service ("EEAS") by public administrations of EU Member States, hereinafter referred to as seconded national experts ("SNEs").

2. In exceptional cases, authorised in the interest of the service by the Director-General for Resource Management referred to in Article 4(3)(a), second subparagraph, of the Council Decision 2010/427/EU (the "Director-General for Resource Management"), this Decision shall also apply to experts seconded to the EEAS by:

   (a) public administrations of non-EU countries; or

(b) international organisations; or

(c) non-profit organisations established in EU Member States, such as research centres, universities and think tanks.

Experts whose secondment is authorised under this paragraph shall, for the purposes of this Decision, also be referred to as 'SNEs'.

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

- 'Union Delegation' means a Delegation or representative Office of the EU to a third country or to an international organisation, in the meaning of Article 221 of the Treaty on the Functioning of the European Union ("TFEU");

- 'Employer' means the public administration of the EU Member State or the non-EU country, or the international organisation, or the non-profit organisation that employs the expert seconded to the EEAS in accordance with this Decision;

- 'Public administration' means all administrative services at central, federal and regional level of the Member State or non-EU country, including in particular ministries, government and parliament services and the administrative services of local authorities, agencies, as well as the decentralised administrative services of the State and of such authorities.

Article 2
Conditions for secondment

1. A candidate expert shall, on the date of sending their expression of interest for a secondment:

(a) have the nationality of an EU Member State, unless a derogation is granted by the Director-General for Resource Management for duly justified reasons in the interest of the service. Such a derogation may only be granted for SNEs assigned to posts in Brussels;

(b) have a level of education which corresponds to completed university studies of at least three years attested by a diploma, or, where justified in the interest of the service, professional training of an equivalent level;

(c) have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent, as appropriate, to those of function groups AD or AST in the Staff Regulations of Officials of the European Union (the "Staff Regulations");

(d) be in the active service of their employer on a permanent or contract basis;

(e) have the capacity to work in the languages of the Common Foreign and Security Policy ("CFSP") and external relations[2] at a level necessary for the performance of

[2] English and French.

their duties, unless otherwise provided in an administrative arrangement on the secondment of specific categories of SNEs;

(f) comply with the rules on security clearance requirements applicable to the EEAS[3].

2. Non-compliance by an SNE with any of these conditions during their secondment shall entitle the EEAS to terminate the secondment pursuant to Article 10(2)(b).

3. The EEAS shall examine whether candidates have any actual or potential conflict of interest or personal interest such as to impair their independence. To that end, candidates, using a dedicated form, shall inform the EEAS of any actual or potential conflict of interest, taking also into account their professional situation and their family circumstances, in particular the professional activities of their family or their own or their family's financial interests. On the basis of the assessment conducted, the EEAS may decide not to proceed with the secondment.

Article 3
Selection

1. The EEAS accepts the secondment of SNEs subject to its specific requirements and budgetary possibilities.

2. The Director-General for Resource Management shall authorise the publication of a call for expression of interest for an SNE position, after verification of the available budget allocation for the position. The call for expression of interest shall be sent to the Permanent Representations of the EU Member States and/or, where applicable, to the entities referred to in Article 1(2). The call for expression of interest shall indicate the post number, the job description, the place of secondment, the conditions for secondment, the eligibility and selection criteria and the deadline for the submission of expressions of interest.

3. The selection procedure shall be conducted by a selection panel appointed by the Head of the Division in charge of selection and recruitment and chaired by the Head of Division or the Head of Delegation where the SNE is to be assigned. Each panel shall consist of no less than three members of staff of the EEAS at the appropriate level and shall include at least one man and one woman. The selection panel shall establish a list of candidates to be interviewed on the basis of the conditions set out in the call for expression of interest and in accordance with the equal opportunities policy of the EEAS. The selection panel shall submit its recommendations to the Director responsible for human resources, who shall take a final decision on the selection.

4. The EU Member States and the EEAS shall cooperate to ensure, as far as possible, that the secondment of SNEs to the EEAS is based on merit, whilst providing adequate geographical and gender balance, in particular to ensure a meaningful presence of nationals from all the EU Member States.

[3] 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.

5. In exceptional circumstances duly justified and in the interest of the service, the Director-General for Resource Management may authorise the selection of an SNE without following the procedures set out in paragraphs 2 and 3.

6. The selection procedure for SNEs to be assigned to the EU Intelligence and Situation Centre ("EU INTCEN") shall be carried out jointly by the seconding intelligence or security service of the EU Member State concerned and EU INTCEN, according to the procedure laid down in the following subparagraph.

   The EU Member State intelligence or security service concerned proposes, by official correspondence to EU INTCEN, an expert in a specific field of expertise, taking into account the needs of EU INTCEN, which will be periodically notified by EU INTCEN to all EU Member States. After having interviewed the proposed candidate, EU INTCEN submits its recommendation and sends all the required documentation, including the exchange of correspondence with the intelligence or security service, to the Director responsible for human resources, who takes a final decision on the selection.

Article 4
Exchange of letters

1. The secondment of an expert to the EEAS shall be implemented by an exchange of letters between the Director responsible for human resources and the employer of the expert represented for this purpose by the Permanent Representation of the EU Member State concerned, or, where applicable, the authority of the country or organisation listed under Article 1(2) empowered for this purpose.

2. The exchange of letters shall determine the place(s) of origin and secondment as referred to in Article 6(1), the job description, whether prior training is mandatory, the level of security clearance required, the obligations of the employer and the duration of the secondment including, where appropriate, the indicative start date of the secondment. The exchange of letters shall also specify whether the secondment is cost-free pursuant to Chapter V or co-financed between the EEAS and the employer.

3. In addition to the declaration of the SNE on actual or potential conflicts of interest pursuant to Article 2(3) and in accordance with the obligations set out in Article 8, the exchange of letters shall confirm that the employer has no knowledge of any potential or actual conflict of interest.

4. In the exchange of letters, the employer shall commit to maintaining the SNE in employment, together with their corresponding salary and social rights (including social security in accordance with Article 11, sickness insurance and pension rights), throughout the secondment, and abstaining from instructing or requesting information from the SNE as regards their work with the EEAS in whatever form, unless that information is already lawfully made public.

Article 5
Duration of secondment

1. Notwithstanding any indicative date that may be mentioned in the exchange of letters under Article 4, the start date of the secondment shall be the first day of service at the place of

secondment. This date shall be formally communicated to the employer and the SNE by the Head of the Division in charge of selection and recruitment.

2. The initial period of the secondment shall not exceed two years and may be extended successively up to a period not exceeding four years in total. At the request of the relevant Managing Director or equivalent, the Director responsible for human resources may authorise, in exceptional cases and in the interest of the service, one or more extensions of the secondment for a maximum of two more years at the end of the four-year period. The total maximum duration of the secondment shall in no case exceed six years.

3. The extension of the secondment referred to in paragraph 2 shall be agreed by a new exchange of letters.

4. A period of no less than two years shall elapse between the end of the previous period of secondment of an expert and their new secondment to the EEAS.

   By derogation from the preceding subparagraph, the Director responsible for human resources may exceptionally accept the secondment of an expert less than two years after the end of their first period of secondment when that first period of secondment lasted for less than six years. In that case, the new secondment shall not exceed the unexpired part of the total six-year period.

Article 6
Places of secondment and origin

1. For the purposes of this Decision:

   (a) the 'place of secondment' shall be the place where the SNE is required to perform duties for the EEAS, determined by analogy with Article 20 of the Staff Regulations and its implementing provisions adopted by the EEAS; it shall thus be Brussels, or the place where the Union Delegation to which the SNE will be assigned is located;

   (b) the 'place of origin' shall be the headquarters of the employer.

2. The place of secondment and the place of origin shall be determined in the exchange of letters under Article 4. Without prejudice to paragraph 3, a change in the place of secondment may be agreed by a further exchange of letters, after having heard the SNE concerned.

3. In the event of an evacuation of a Union Delegation ordered by the Security Authority of the EEAS in accordance with the relevant security rules of the EEAS[4], the place of secondment may be changed by the Head of the Division in charge of selection and recruitment, after taking account of the decision of the Security Authority of the EEAS on

[4] Currently in force: 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; Decision ADMIN(2015) 33 of the High Representative of the Union for Foreign Affairs and Security Policy of 14 September 2015 on the exercise, delegation and sub-delegation of powers regarding Staff, Financial and Administrative matters within the EEAS; Decision ADMIN(2015) 34 of the Secretary-General of 14 September 2015 on the exercise and sub-delegation of security functions in the EEAS; Decision DEC(2014) 008 of the Chief Operating Officer of the EEAS of 11 April 2014 on the exercise by the EEAS of its duty of care responsibility for staff in Union Delegations in case of country evacuation.

the place of evacuation. As referred to in Article 23(3), additional financial and administrative measures may be adopted by the EEAS in case of evacuation of an SNE from the place of secondment. The employer shall be informed of any change to the place of secondment.

4. Following a change in the place of secondment pursuant to paragraphs 2 or 3, the EEAS may adapt the allowances and expenses in accordance with Chapters III and IV, and pursuant to the agreed terms of the secondment.

Article 7
Job description, tasks and duties

1. The SNE shall assist the EEAS and carry out the tasks and duties assigned to them in accordance with the job description determined in the exchange of letters under Article 4. Changes to the job description or the post during the secondment may be agreed by a further exchange of letters after having heard the SNE concerned.

2. The SNE shall assist and tender advice to the line manager to whom they are assigned and shall be responsible to their line manager for the performance of the assigned tasks and duties.

3. The EEAS may require the SNE to carry out short-term missions or attend meetings outside the place of secondment.

4. Unless authorised by the Director responsible for human resources acting on the proposal of the Managing Director of the service to which the SNE is assigned, the SNE shall not represent the EEAS with a view to entering into commitments, whether financial or otherwise, on behalf of the EEAS.

5. The line manager may organise a yearly dialogue with the SNE in order to provide feedback to the SNE on their performance and to exchange about the working environment, objectives or upcoming work challenges.

Article 8
Rights and obligations of SNEs

1. During the secondment, the SNE shall:

   (a) be entitled to the working conditions, allowances and expenses set out in Chapters II, III and IV, unless otherwise provided;

   (b) carry out their tasks and duties and conduct themselves solely in the interests of the Union. They shall neither seek nor take instructions from, or undertake activities for, their employer or any government, organisation or person outside the EEAS. They shall carry out the duties assigned to them objectively, impartially and in keeping with their duty of loyalty to the Union;

   (c) immediately inform their line manager if, in the performance of their duties, they become aware of an actual or potential conflict of interest, or are called upon to give a decision on the handling or the outcome of a matter in which, directly or indirectly,

they have a personal interest such as to impair their independence, and, in particular, professional activities of their family or their own or their family's financial interests;

(d) refrain from any action, public expression of opinion or behaviour which may adversely reflect upon their position at the EEAS;

(e) refrain from any form of psychological or sexual harassment;

(f) refrain from any outside activity, whether paid or unpaid, unless express authorisation is granted by the employer and by the Director-General for Resource Management, after having consulted the line manager. Authorisation shall be refused by the Director-General for Resource Management in case of refusal of the employer, or if the activity in question is such as to interfere with the performance of their duties or is incompatible with the interests of the EEAS or, more generally, of the Union;

(g) refrain from any unauthorised disclosure of information received in their line of duty or in connection with their duties, unless that information has been made public or is otherwise accessible to the public or unless prior authorisation is granted by the Director responsible for human resources. The SNE shall seek to obtain documents or information only when it is directly relevant and necessary for the performance of their professional duties within the EEAS, or unless authorised by the line manager. The SNE has the right to freedom of expression, with due regard for the principles of loyalty and impartiality, and permission shall thus be refused only where the intended publication is liable to prejudice the interests of the Union. All rights on any work done by an SNE in the performance of their duties shall be the property of the EEAS;

(h) reside at the place of secondment, or at no greater distance therefrom that is compatible with the proper performance of their duties;

(i) comply with the security rules in force at the EEAS;

(j) comply with any legal and tax obligations in the receiving State.

2. The duty of discretion under paragraph 1(g) shall continue to apply after the end of the secondment. If the SNE is not reintegrated in the service of their employer, the SNE shall inform the EEAS in writing.

3. Should the SNE fail to comply with the obligations under this article during or, where relevant, after the end of their secondment, the EEAS may inform the employer and, if the secondment is still ongoing, may terminate it in accordance with Article 10(2)(b).

   Failure to comply with the obligations under this article may be taken into account for the purposes of Article 28(c) of the Staff Regulations and of Articles 12(2)(c) and 82(3)(c) of the Conditions of Employment of Other Servants of the EU, in the event of future applications submitted by the SNE within the three years following the end of their secondment.

4. SNEs whose place of secondment is Brussels shall not be considered as members of a diplomatic mission and shall therefore not benefit from corresponding privileges and

immunities foreseen in establishment agreements, except if unilaterally decided otherwise by Belgian authorities.

Article 9
Suspension of secondment

1. The Director responsible for human resources may suspend, on its own initiative, the secondment in the interest of the service, after having heard the SNE concerned. The employer shall be duly notified.

   Upon a reasoned request by the SNE and after consulting the employer, the Director responsible for human resources may suspend the secondment for a period of no less than one month and no more than three months.

   In both cases, the decision to suspend the secondment shall specify the terms applicable to the suspension.

2. The allowances referred to in Articles 12(4), 17, 23(2) and (3), the complementary insurance for accidents referred to in Article 11(3) and the health care insurance referred to in Article 40(3) shall not be payable during the period of suspension of the secondment.

3. The duration of the suspension of the secondment shall be counted as part of the duration of the secondment determined in the exchange of letters under Article 4 and shall not go beyond the duration of the secondment initially agreed in this exchange of letters.

4. By derogation from paragraph 3 and without prejudice to Articles 13 and 15, on its own initiative or upon reasoned request by the SNE or by the employer, the Director responsible for human resources may, after taking into account the interest of the service and subject to the agreement of the employer, authorise the extension of the secondment for a period of up to three months corresponding to the duration of the suspension.

Article 10
Termination of secondment

1. The Director responsible for human resources may terminate the secondment with a three-month notice:

   (a) in the interest of the service, after having heard the SNE and notified the employer; or

   (b) upon request by the SNE and after having consulted the employer.

   The secondment may also be terminated by decision of the employer.

2. In exceptional circumstances, the Director responsible for human resources may terminate the secondment of an SNE without notice:

   (a) upon a duly justified request by the SNE on grounds of relevant personal or professional interests, and after having consulted the employer; or

(b) after consulting the relevant Managing Director or equivalent and after having heard the SNE, in case of non-compliance by the SNE with any of the conditions for secondment set out in Article 2 or in the event of an intentional or negligent failure by the SNE to comply with their obligations under this Decision, the conditions set out in the exchange of letters, or, where appropriate, in an administrative arrangement. The employer shall be duly notified.

The secondment may also be terminated without notice by decision of the employer, unless otherwise provided in an administrative arrangement.

CHAPTER II
WORKING CONDITIONS

Article 11
Social security

1. Before the secondment begins, the employer shall certify to the EEAS that, throughout the duration of the secondment, the SNE shall remain subject to the social security legislation applicable to the public administration or entity referred to in Article 1(2) which employs the SNE.

   To this end, for SNEs covered by social security schemes referred to in Regulation (EC) No 883/2004[5], the employer shall provide the Director responsible for human resources with the attestation referred to in Article 19(2) of Regulation No 987/2009[6].

   For other SNEs whose place of origin is not located in an EU Member State, the employer shall provide the Director responsible for human resources with an attestation equivalent to that foreseen under Article 19(2) of Regulation No 987/2009 and which guarantees that the applicable social security legislation provides sufficient cover for the reimbursement of healthcare costs incurred abroad.

2. For SNEs to be assigned to a Union Delegation, the employer shall also certify that the SNE has an insurance covering health care in the place of secondment, including repatriation costs on health grounds, and that personal belongings are insured against theft.

3. From the beginning of their secondment, SNEs shall be covered by the EEAS against the risk of accident by a complementary insurance policy. The EEAS shall provide SNEs with a copy of the terms of this cover on the day on which they report to the EEAS to complete the administrative formalities related to the secondment.

4. When additional or specific insurance is required for a mission foreseen under Article 7(3), the costs shall be borne by the EEAS.

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5 Regulation (EC) No 883/2004 of the European Parliament and of the Council of 29 April 2004 on the coordination of social security systems (OJ L 166, 30.4.2004, p. 1–123).

6 Regulation (EC) No 987/2009 of the European Parliament and of the Council of 16 September 2009 laying down the procedure for implementing Regulation (EC) No 883/2004 on the coordination of social security systems (OJ L 284, 30.10.2009, p. 1–42).

Article 12
Working time

1. Without prejudice to Article 8(1)(h) on the obligation to reside at the place of secondment, the rules in force at the EEAS for officials as regards working time and flexible working arrangements shall apply by analogy to SNEs. Any reference to the Appointing Authority in these rules shall, for the purposes of this Decision, mean the Head of the Division responsible for time management.

2. SNEs shall serve on a full-time basis throughout the duration of the secondment.

   Subject to compatibility with the interest of the service, the Head of the Division responsible for time management may authorise part-time work for an SNE, after having consulted the employer. The authorisation to work part-time shall not give rise to any extension of the duration of the secondment.

3. Where part-time work is authorised, SNEs shall be entitled to allowances under this Decision reduced on a pro-rata basis. Annual leave as per Article 14 shall also be reduced on a pro-rata basis.

4. The Director responsible for human resources may authorise the payment to SNEs of specific allowances for shiftwork or standby duty by analogy with the rules in force at the EEAS for officials.

Article 13
Absence for reasons of sickness or accident

1. Without prejudice to paragraphs 2 and 3, the rules in force at the EEAS for officials regarding leave on grounds of sickness or accident (‘sick leave’) shall apply to SNEs. Any reference to the Appointing Authority in these rules shall, for the purposes of this Decision, mean the Head of the Division responsible for time management.

2. Except in the event of illness linked to pregnancy, and without prejudice to Article 23(2), second indent, where the period of sick leave exceeds three months or the period of service performed by the SNE at the EEAS, whichever is the longer, the payment of the allowances provided for in Articles 12(4) and 17 shall be automatically suspended. In such cases, the employer shall be notified by the EEAS. Sick leave may not extend beyond the duration of the secondment of the SNE concerned.

3. An SNE who is the victim of a work-related injury which occurs during the secondment shall continue to receive in full the allowances provided for in Articles 17 and 23(2) throughout the period during which they are unfit for work and up to the end of the duration of the secondment.

Article 14
Annual leave, special leave and holidays

1. Without prejudice to paragraph 2, the rules in force at the EEAS on annual leave, special leave and holidays for officials shall apply to SNEs by analogy. Any reference to the

Appointing Authority in these rules shall, for the purposes of this Decision, mean the Head of the Division responsible for time management.

2. Upon a duly justified request from the employer, up to three days of additional special leave in a 12-month period may be granted by the Head of the Division responsible for time management, after having consulted the SNE's line manager.

3. Days of annual leave not taken by the end of the secondment shall be forfeited and shall not give rise to a right to monetary compensation.

4. SNEs are entitled to days of home leave, calculated on a yearly basis, for the purpose of visiting their place of origin as per Article 6(1)(b). The duration of such leave is calculated on the basis of the geographical distance between the place of secondment and the place of origin and by analogy with the rules for EEAS officials implementing Article 7 of Annex V to the Staff Regulations.

Article 15
Maternity and parental leave

1. The rules in force at the EEAS on maternity leave for officials shall apply by analogy to SNEs. Any reference to the Appointing Authority in these rules shall, for the purposes of this Decision, mean the Head of the Division responsible for time management.

2. Where the national legislation or the relevant rules applicable to the employer grants longer maternity leave than the rules in force at the EEAS, the secondment may, upon a reasoned request by the SNE, be suspended in accordance with paragraphs 1, 2 and 3 of Article 9, for the period exceeding that granted by the EEAS.

3. Upon a reasoned request by the SNE, and by derogation from Article 9(3), the Director responsible for human resources may, after taking into account the interest of the service and subject to the agreement of the employer, authorise the extension of the duration of the secondment for a period equivalent to that of the maternity leave under paragraphs 1 and 2.

4. If the national legislation or rules applicable to the employer foresee parental leave, an SNE may submit a reasoned request to take such leave. Upon consultation of the employer and taking into account the interest of the service, the Head of the Division responsible for time management may authorise parental leave and suspend the secondment for a duration of up to six months. Paragraph 3 shall apply by analogy to parental leave.

Article 16
Management and control of leave and working time

Without prejudice to specific provisions in this Decision regarding time management, the approval and monitoring of compliance with the applicable rules on leave, time management and flexible working arrangements shall be the responsibility of the line manager of the SNE or, where applicable, the Head of Delegation, by analogy with the rules applicable at the EEAS to officials. Any reference to the Appointing Authority in these rules shall, for the purposes of this Decision, mean the Head of the Division responsible for time management.

CHAPTER III
ALLOWANCES AND EXPENSES

Article 17
Allowances

1. An SNE shall be entitled to a monthly allowance throughout the duration of the secondment for transport costs, to account for the geographical remoteness between the place of origin and the place of secondment. Without prejudice to updates under paragraphs 6 and 7, the amount of this allowance is set in accordance with the following table:

Distance between place of origin and place of secondment (km)	Amount in euros
0-150	0,00
> 150	116.11
> 300	206.42
> 500	335.47
> 800	541.91
> 1 300	851.57
> 2 000	1,019.33

2. An SNE shall also be entitled to a daily allowance throughout the duration of the secondment, subject to the same criteria as the expatriation allowance for EEAS officials referred to in Article 4(1) of Annex VII to the Staff Regulations. If those criteria are met, the daily allowance shall be EUR 180.65, without prejudice to updates of this amount under paragraphs 6 and 7.

   This daily allowance is intended as a subsistence allowance to cover the SNE's living expenses at the place of secondment. One half of the daily allowance is intended to cover accommodation costs linked to a temporary residence at the place of secondment, whereas the other half of this allowance is intended to cover other subsistence expenses at the place of secondment.

3. The daily and monthly allowances under paragraphs 1 and 2 shall be paid monthly, no later than the last day of the month, on a flat-rate basis, and shall not be construed as remuneration paid by the EEAS. These allowances shall be payable for each calendar day of the period of secondment, including during periods of annual leave, special leave and holidays under Article 14, periods of maternity leave under Article 15(1) and during missions under Article 7(3). They shall not be paid during periods of suspension of the secondment under Article 9 and Article 15(2) and (4). The competent authority authorising the payment of the daily and monthly allowances under paragraphs 1 and 2 is the Head of the Division in charge of selection and recruitment.

4. Upon a motivated request of the SNE and taking account of the interest of the service, the Head of the Division in charge of selection and recruitment may authorise the disbursement to the SNE of an advance amount equivalent to 75 days of the daily and monthly allowances under paragraphs 1 and 2 and, where applicable, under Article 23(2) as of the start date of the secondment, whereupon entitlement to any further such allowances shall cease during the corresponding period. If the secondment ends before the expiry of the period taken into

account to calculate the advance, the SNE shall return the amount corresponding to the remaining part of that period.

5. At the time of the exchange of letters under Article 4, the employer shall quantify and provide details of any payments other than salaries made to the SNE. Any changes to these payments during the course of the secondment shall be notified by the employer to the EEAS.

   Where it is established that the SNE receives allowances from their employer whose nature and purpose is similar to that of the daily or monthly allowances referred to in paragraphs 1 and 2, to the living conditions allowance referred to in Article 23(2), to the financial measures referred to in Article 23(3), or to the shiftwork or standby duty allowances referred to in Article 12(4), the EEAS shall deduct or recover, in accordance with Article 48, the corresponding allowances paid by the EEAS during the secondment. The deduction or recovery of the daily allowance shall not exceed the corresponding part of that allowance having the same nature and purpose. Where only part of the allowances granted by the employer is similar to those normally granted by the EEAS, the amount corresponding to the similar part of the allowances granted by the employer shall be deducted or recovered from the amount paid by the EEAS.

6. The daily and monthly allowances under paragraphs 1 and 2 shall be subject to the weighting set pursuant to Article 64 of the Staff Regulations, as updated annually.

7. The adjustments to the remuneration of EEAS officials resulting from the implementation of Article 65 of the Staff Regulations shall be applied, *mutatis mutandis*, to the daily and monthly allowances under paragraphs 1 and 2 as of the month following their entry into effect. The Director-General for Resource Management shall be responsible for implementing this provision and shall inform the SNEs of the new amounts through the EEAS Intranet website.

8. Costs related to nurseries and after-school centres managed by the early childhood centre of the European Commission or by any other EU institution, as well as transportation costs to school, shall not be covered by the EEAS. Schooling costs related to the enrolment in a European School Type I shall be covered by the EEAS in compliance with the Convention defining the Statute of the European Schools of 21 June 1994[7].

Article 18
Travel expenses

1. An SNE shall be entitled to a reimbursement of travel expenses, upon presentation of the proof of purchase, at the beginning of the secondment between the place of origin and the place of secondment, and at the end of the secondment, between the place of secondment and the place of origin, unless:

   (a) the secondment has been agreed on a cost-free basis as per Article 24; or

   (b) the place of secondment is the same as the place of origin; or

[7] Convention defining the statute of the European schools (OJ L 212, 17.8.1994, p. 3–14).

(c) the SNE is already resident in the place of secondment immediately prior to the secondment; or

(d) the SNE is entitled to reimbursement for the travel expenses by the employer.

2. By way of derogation from paragraph 1, an SNE who establishes that they will relocate to a place other than their place of origin at the end of their secondment shall be entitled to reimbursement of the travel expenses to that new place. However, this reimbursement may not exceed the amount that would have been paid had the SNE returned to their place of origin.

3. Travel expenses shall be reimbursed by the EEAS, upon authorisation by the Head of the Division in charge of selection and recruitment, by analogy with the rules applicable at the EEAS to officials, pursuant to Article 7(2) of Annex VII to the Staff Regulations and its implementing provisions adopted by the EEAS.

Article 19
Mission expenses

Mission expenses shall be reimbursed by the EEAS by analogy with the rules applicable at the EEAS to officials, and in particular with Articles 11 and 12 of Annex VII to the Staff Regulations and their implementing provisions adopted by the EEAS.

Article 20
Training

An SNE may be offered or required by their line manager to attend training courses organised by the EEAS. Training courses shall be determined in accordance with the interest of the EEAS, while also taking account of the personal interests of the SNE, having regard in particular to the performance of their professional duties.

Article 21
Administrative formalities

1. An SNE whose place of secondment is Brussels shall report to the Directorate responsible for human resources on the first day of secondment to complete the requisite administrative formalities.

2. An SNE whose place of secondment is a Union Delegation shall report to the Head of Delegation on the first day of secondment to complete the requisite administrative formalities.

3. The payment of allowances under Articles 12(4), 17 and 23 and expense reimbursements under this Decision shall be made by the EEAS, in euros, by transfer to a bank account with a banking institution in an EU Member State.

4. Upon request of the SNE, the Head of the Division responsible for selection and recruitment may deliver a secondment certificate.

CHAPTER IV
SNEs ASSIGNED TO UNION DELEGATIONS

Article 22
Rules applying to SNEs assigned to Union Delegations

1. Subject to the rules set out in this Chapter, the provisions of this Decision shall apply to SNEs assigned to Union Delegations.

2. For SNEs assigned to a Union Delegation, the EEAS shall take the necessary measures for them to be notified to the receiving State in line with the Article 10(1)(a) of the Vienna Convention on Diplomatic Relations of 18 April 1961 and receive diplomatic privileges and immunities, as members of the diplomatic staff of the Delegation, pursuant to the establishment agreement of that Delegation in the receiving State.

3. As a general rule, SNEs shall not be assigned to Union Delegations in confined compounds, unless such assignment is justified taking account of the security interests of the Union.

4. The EEAS shall cooperate with the relevant authorities of the receiving State where the Union Delegation is located in order to obtain all authorisations necessary for the SNEs to fulfil their duties. The start date of the secondment of the SNE as per Article 5(1) in a Union Delegation is subject to the delivery of such authorisations and/or the fulfilment of entry visa requirements set by the relevant authorities of the receiving State, in order to allow the SNE to take up duties in the place of secondment.

   If any of these authorisations and/or visa is denied or not obtained within a reasonable time that takes account of the interest of the service, the Director responsible for human resources shall withdraw the secondment offer. In exceptional circumstances and in the interest of the service, the Director responsible for human resources may, instead, determine another place of secondment through a further exchange of letters.

Article 23
Allowances and expenses

1. The Head of the Division in charge of selection and recruitment may, upon request by the SNE, authorise the allowances under Articles 17 and 23(2), and expense reimbursements under this Decision, to be paid in the currency of the place of secondment or, in exceptional and duly justified cases and in order to maintain purchasing power, in another currency. The allowances shall then be subject to the weighting provided for in Article 12 of Annex X to the Staff Regulations, as applied by analogy and converted at the corresponding monthly average exchange rate as published in the Official Journal of the European Union.

2. The living conditions allowance determined for officials in accordance with Article 10 of Annex X to the Staff Regulations and its implementing provisions adopted by the EEAS shall be applied by analogy to SNEs assigned to Union Delegations in third countries. The daily allowance referred to in Article 17(2) shall constitute the reference amount in the meaning of Article 10 of Annex X to the Staff Regulations.

   The Director responsible for human resources shall suspend the right to the living conditions allowance in cases of prolonged absence in excess of one month from the place of

secondment for reasons other than annual leave, unless exceptional circumstances apply, or a dependent family member is present at the place of secondment. The suspension shall apply for the period of absence in excess of one month. In such cases, the living conditions allowance shall be reduced by one thirtieth for each day of absence from the place of secondment, starting on the date of suspension.

3. By analogy with the rules applicable at the EEAS to officials, in case of an evacuation of a Union Delegation, the Head of the Division responsible for evacuations may adopt financial and administrative measures applicable to SNEs, including where appropriate to "cost-free SNEs" as defined under Article 24(2) and unless otherwise provided in an exchange of letters; these measures may include travel expenses, temporary reimbursement of accommodation at the place of evacuation, daily evacuation allowances, living conditions allowance, rest leave, removals and storage, coverage of schooling fees at the place of evacuation, time management and teleworking, missions and alternate working arrangement.

   The employer shall be informed of the financial and administrative measures adopted. The employer shall inform the EEAS of any payments made to the SNEs which have in essence a similar nature and purpose to such financial and administrative measures.

4. Accommodation shall, in principle, not be provided by the EEAS and accommodation costs shall be covered by SNEs with the daily and monthly allowances referred to in Article 17(1) and (2).

5. By derogation from the preceding paragraph, where necessary for the security interests of the service, the Security Authority of the EEAS may make available accommodation in confined compounds or similar dedicated solutions, in accordance with the relevant security rules of the EEAS. In such cases, the related accommodation costs may be fully or partly borne by the EEAS, in accordance with terms set out in an exchange of letters between the EEAS and the employer.

6. Travel expenses of the SNE incurred for the purpose of the issuance of a laissez-passer within the meaning of Council Regulation (EU) No 1417/2013 of 17 December 2013 laying down the form of the laissez-passer issued by the European Union[8] and/or in order to attend compulsory pre-assignment training, shall be reimbursed under the conditions set out in Article 18, unless the SNE is entitled to reimbursement for such travel expenses by the employer.

   In addition to the reimbursement of the travel expenses referred to in the preceding paragraph, accommodation and subsistence expenses incurred by SNEs in Brussels during the authorised period of travel for the issuance of a laissez-passer and/or in order to attend compulsory pre-assignment training, shall be reimbursed on production of invoices and/or supporting documents, unless the SNE is entitled to reimbursement for such accommodation and subsistence expenses by the employer. Such reimbursement by the EEAS shall be in any case no more than the daily limits provided for in Article 13(2)(a) of Annex VII to the Staff Regulations.

[8] OJ L 353, 28.12.2013, p. 26–39.

The competent authority authorising the payment of such reimbursements is the Head of the Division in charge of selection and recruitment.

CHAPTER V
NATIONAL EXPERTS ON COST-FREE SECONDMENT

Article 24 "Cost-free SNEs"

1. Subject to the rules set out in this Chapter, the provisions of this Decision shall apply to "cost-free SNEs".

2. For the purposes of this Decision and without prejudice to any different agreement between the EEAS and the employer, a "*cost-free SNE*" shall mean an SNE for whom, unless otherwise provided, the EEAS does not pay any of the allowances provided for in Articles 17 and 23(2), and does not cover any of the reimbursement of expenses provided for in this Decision other than those foreseen in Article 17(8) and those related to the performance of their duties during their secondment under Articles 19 and 20. Article 23(5) shall apply to "cost-free SNEs".

3. The Director-General for Resource Management may, on request by the relevant Managing Director or equivalent, authorise the secondment of "cost-free SNEs" to the EEAS in the interest of the service, on a case-by-case basis, taking into consideration, in particular, the purpose of their secondment, the nature of their expertise, the work to be carried out and the geographical balance of staff in the EEAS.

CHAPTER VI
SECONDED NATIONAL MILITARY STAFF

Article 25
Rules applying to seconded military staff

1. Subject to the rules set out in this Chapter, the provisions of this Decision shall apply to:

   (a) seconded military staff assigned to the European Union Military Staff ("EUMS") pursuant to the Council Decision 2001/80/CFSP of 22 January 2001 on the establishment of the Military Staff of the European Union[9], as amended by Council Decisions 2005/395/CFSP[10] and 2008/298/CFSP[11] (the "Council Decision 2001/80/CFSP, as amended");

   (b) seconded military staff assigned to the Managing Directorate for Peace, Security and Defence of the EEAS ("MD-PSD").

[9] OJ L 27, 30.01.2001, p. 7–11.
[10] Council Decision 2005/395/CFSP of 10 May 2005 amending Decision 2001/80/CFSP (OJ L 132, 26.5.2005, p. 17–24).
[11] Council Decision 2008/298/CFSP of 7 April 2008 amending Decision 2001/80/CFSP (OJ L 102, 12.4.2008, p. 25–33).

2. Without prejudice to the preceding paragraph, the Director-General of the EUMS and the Managing Director responsible for the MD-PSD may determine additional arrangements for seconded military staff to be assigned to their respective service.

Article 26
Conditions for secondment

1. Seconded military staff shall be on paid service in the armed forces of an EU Member State throughout their secondment.

2. The Director-General for Resource Management may authorise the secondment to the EEAS of a member of the armed forces of an EU Member State who does not fulfil the conditions set out in subparagraphs (b) and (e) of Article 2(1) but who has a relevant professional experience at administrative or advisory level and shows a high degree of expertise in an area required for the EEAS.

Article 27
Selection of military staff seconded to the MD-PSD

1. In accordance with the level of the vacant position, the Managing Director responsible for the MD-PSD or the Director of the service with the vacant position shall authorise the publication by the EUMS of a call for expression of interest in the EUMS Manning and Turnover Report.

2. The selection procedure shall be conducted:

   - by a selection panel whose members are appointed by the Head of the Division of Human Resources in charge of selection and recruitment, and which is chaired by the Head of the Division in which the seconded military staff member is to be assigned; or

   - in the event of the selection of a Senior Military Adviser or a Personal Staff Officer to the Senior Military Adviser, by a selection panel whose members are appointed by the Director-General for Resource Management and which is chaired by the Managing Director responsible for the MD-PSD.

   In both cases, the selection panel shall consist of no less than five members of staff of the EEAS at the appropriate level, including the chairperson, one AD official from the MD-PSD, at least one military representative from the EUMS and one member from another division. The selection panel shall include at least one man and one woman.

3. The selection panel shall establish a list of candidates to be interviewed on the basis of the conditions set out in the call for expression of interest and in accordance with the equal opportunities policy of the EEAS.

4. The selection panel shall submit its recommendations for a final decision on the selection to be taken:

   - by the Managing Director responsible for the MD-PSD or by the Director of the service with the vacant position; or

- in the event of the selection of a Senior Military Adviser or a Personal Staff Officer to the Senior Military Adviser, by the European Union Military Committee ("EUMC").

Article 28
Exchange of letters

1. For seconded military staff, the exchange of letters under Article 4 shall be as follows:

   (a) for the secondment of a member of the armed forces of an EU Member State as Director-General of the EUMS, Deputy Director-General of the EUMS, Director of the EUMS or Senior Military Adviser or Personal Staff Officer to the Senior Military Adviser at the MD-PSD of the EEAS: between the Director-General for Resource Management and the Permanent Representation of the EU Member State concerned;

   (b) for all other secondments of seconded military staff assigned to the EUMS: between the Director-General of the EUMS and the Permanent Representation of the EU Member State concerned;

   (c) for seconded military staff assigned to the MD-PSD: between the Director responsible for human resources and the Permanent Representation of the EU Member State concerned;

   (d) for seconded military staff assigned to Union Delegations: between the Director responsible for human resources and the Permanent Representation of the EU Member State concerned.

2. The exchange of letters shall mention any condition to the participation of the seconded military staff member in missions.

Article 29
Duration of secondment

1. By derogation from Article 5(2), the initial duration of the secondment shall not exceed four years. The secondment may be further extended by decision of the competent authority under Article 28(1), insofar as its total duration does not exceed six years.

2. A period of no less than two years shall elapse between the end of the previous period of secondment of a member of military staff and their new secondment to the EEAS, unless, for SNEs assigned to the EUMS, a derogation is authorised by the Director-General of the EUMS, in exceptional cases and in the interest of the service.

Article 30
Tasks

1. Seconded military staff assigned to the EUMS or the MD-PSD shall fulfil the mission, carry out the tasks and perform the duties assigned to them in accordance with this Decision and their job specifications, and, for the seconded military staff assigned to the EUMS, also in accordance with the Annex to the Council Decision 2001/80/CFSP, as amended.

2. Unless otherwise specified by instruction of the EUMS or the MD-PSD, the limitation of representation powers set out in Article 7(4) does not apply to seconded military staff assigned to the EUMS or to the MD-PSD.

Article 31
Security clearance

The appropriate level of the seconded military staff member's security clearance shall be stipulated in the exchange of letters under Articles 4 and 28.

It shall not be lower than EU SECRET/SECRET UE.

Article 32
Suspension and termination of secondment

1. For the purposes of the suspension of the secondment pursuant to Articles 9, 13 and 15, the roles and powers of the Director responsible for human resources shall be exercised by the competent authority under Article 28(1).

2. For the purposes of the termination of the secondment pursuant to Article 10, the roles and powers of the Director responsible for human resources shall be exercised by the competent authority referred to in Article 28(1).

Article 33
Working hours

The second subparagraph of Article 12(2) shall not apply to seconded military staff.

Article 34
Special leave

1. For the purposes of granting the special leave provided for in Article 14(2), the roles and powers of the Director responsible for human resources shall be exercised by the competent authority under Article 28(1).

2. Unpaid additional special leave may be granted by the competent authority under Article 28(1) for training by the employer, subject to a duly reasoned request made by the employer.

Article 35
Allowances

The exchange of letters under Articles 4 and 28 may stipulate that the allowances referred to in Articles 12(4) and 17 shall not be paid to the seconded military staff member, and that expenses provided for in this Decision other than those foreseen in Article 17(8) and those related to the performance of their duties during their secondment under Articles 19 and 20 shall not be reimbursed by the EEAS.

CHAPTER VII
OTHER SECONDED EXPERTS

Section 1
TRAINING SECONDMENT FOR JUNIOR DIPLOMATS FROM EU MEMBER STATES

Article 36
Eligibility

1. For the purposes of this Chapter, "Junior Diplomats" shall mean diplomats who have less than three years of professional experience in the diplomatic service of their EU Member State.

2. Subject to the terms and conditions set out in the exchange of letters under Article 4, Junior Diplomats may be eligible for a training secondment in Brussels or in a Union Delegation.

Article 37
Cost-free status

1. In the context of this Decision, Junior Diplomats shall be regarded as "cost-free SNEs", in the meaning of Article 24, and are subject to the rules applicable to them.

2. When a Junior Diplomat is selected for a training secondment in a Union Delegation, the Head of the Division in charge of selection and recruitment may authorise the reimbursement of the travel expenses in accordance with Article 18, subject to budget availability.

Article 38
Implementing rules

The Director responsible for human resources may determine additional arrangements for training secondments for Junior Diplomats.

Section 2
CLOSE PROTECTION OFFICERS

Article 39
Secondment of Close Protection Officers

Close Protection Officers ("CPOs") have a high level of expertise in the field of armed protection that is not available among the staff of the EEAS. They may be seconded to the EEAS by EU Member States or by international organisations and assigned to a Union Delegation in order to ensure the security of certain staff members.

Article 40
Rules applying to seconded CPOs

1. Where appropriate, the Secretary-General of the EEAS may conclude framework administrative arrangements with the employer, represented by the relevant authorities of

the EU Member State or the international organisation concerned, in order to set the rules and the conditions for the secondment of CPOs to the EEAS for assignment in Union Delegations.

2. The following rules shall apply to the secondment of CPOs:

   - the provisions of this Decision, subject to the rules set out in this section,
   - the terms and conditions set out in the exchange of letters under Article 4, and
   - the administrative arrangements referred to in paragraph 1.

3. Subject to the provisions outlined in the administrative arrangements, the EEAS may cover the cost of the health care insurance referred to in Article 11(2).

Article 41
Conditions and duration of the secondment

1. By derogation from Article 2(1)(e), CPOs shall also be eligible if they have a thorough knowledge of one Union language and a satisfactory knowledge of a second language, preferably French or English, for the performance of their duties.

2. The duration of the secondment of CPOs shall be defined in the administrative arrangements referred to in Article 40(1) and in the exchange of letters under Article 4.

Article 42
Security clearance

The appropriate level of the seconded CPOs' security clearance shall be stipulated in the exchange of letters under Article 4.

It shall not be lower than EU SECRET/SECRET UE.

Section 3
MILITARY ADVISERS

Article 43
Rules applying to seconded Military Advisers

1. Military Advisers may be seconded by EU Member States to the EEAS for assignment to Union Delegations to provide their knowledge and military expertise.

2. Subject to the rules set out in this section, the provisions of this Decision shall apply to seconded Military Advisers.

3. The selection of seconded Military Advisers is subject to the procedure provided for seconded military staff assigned to the EUMS.

4. The secondment of Military Advisers is subject to the terms and conditions set out in the exchange of letters under Article 4. The initial period of the secondment shall not exceed four years and any extension of secondment requires the endorsement of the EUMC, under silence procedure.

5. For the purposes of Article 22(2), seconded Military Advisers shall be notified as "Defence Attachés" in accordance with the customary diplomatic practice and in line with Article 7 of the Vienna Convention on Diplomatic Relations of 18 April 1961. The start of the secondment as per Article 5(1) is subject to the approval of their appointment and, if applicable, the fulfilment of other requirements set by the relevant authorities of the receiving State.

Article 44
Security clearance

The appropriate level of the seconded Military Adviser's security clearance shall be stipulated in the exchange of letters under Article 4.

It shall not be lower than EU SECRET/SECRET UE.

Section 4
SECURITY FORCES PERSONNEL

Article 45
Secondment of Security Forces Personnel

1. Security Forces Personnel may be seconded to the EEAS for assignment to the EUMS Watchkeeping Capability in order to provide a 24/7 point of contact for all information related to ongoing or planned military and civilian Common Security and Defence Policy operations, missions and supporting activities.

2. Seconded Security Forces Personnel are in charge of public security duties and shall be on paid service by an EU Member State throughout their secondment.

3. Seconded Security Forces Personnel are subject to the provisions of this Decision, except Chapter IV and Articles 26(1), 27 and 30(2).

4. The selection of seconded Security Forces Personnel is subject, by analogy, to the procedure provided for seconded military staff assigned to the EUMS.

CHAPTER VIII
FINAL PROVISIONS

Article 46
Complaints

1. An SNE may submit a complaint to the Director-General for Resource Management against an act adopted by the EEAS under this Decision which adversely affects them, with the exception of acts or decisions which are direct consequences of decisions taken by the employer. Where the contested act was adopted by the Director-General for Resource Management, the complaint shall be submitted to the Secretary-General.

2. The complaint shall be lodged within three months from the date of notification of the decision to the SNE. Within four months from the date on which the complaint was lodged, the Director-General for Resource Management or, where applicable, the Secretary-General, shall notify the SNE of its reasoned decision. If at the end of that period no reply to the complaint has been received, this shall be deemed to constitute an implied decision rejecting it.

3. In case of a rejection of their complaint, the SNE may institute proceedings before the Court of Justice of the European Union under Article 263 TFEU and, if applicable, Article 268 TFEU.

Article 47
Requests for assistance

SNEs may request assistance from the EEAS, in particular in proceedings against any person perpetrating threats, insulting or defamatory acts or utterances, or any attack to person or property to which they or a member of their family is subjected by reason of their position or duties.

SNEs may request compensation for damage suffered in such cases, in so far as SNEs did not, either intentionally or through grave negligence, cause damage and were unable to obtain compensation from the person who did cause it.

Article 48
Recovery of overpayments

Any sum overpaid shall be recovered if the SNE was aware that there was no due reason for the payment or if the fact of the overpayment was patently such that they could not have been unaware of it.

The request for recovery shall be made by the Director responsible for human resources no later than five years from the date on which the sum was paid. Where the EEAS is able to establish that the SNE deliberately misled the administration with a view to obtaining the sum concerned, the request for the recovery shall not be invalidated even if this period has elapsed.

Article 49
Disciplinary rules

SNEs shall continue to be subject to their national disciplinary rules.

Article 50
Entry into force

1. This Decision shall enter into force on the date of its publication in the Official Journal of the European Union.

2. It shall apply from the first day of the month following its entry into force to each new secondment or extension of secondment.

3. The provisions of Decision HR DEC(2014) 01 of the High Representative of the Union for Foreign Affairs and Security Policy of 4 February 2014 establishing the rules applicable to National Experts seconded to the European External Action Service, as amended by the Decision HR(2014) 11 of 16 December 2014, shall continue to apply to ongoing secondments not covered by paragraph 2 until their end.

4. This Decision repeals and replaces the Decision HR DEC(2014) 01 of the High Representative of the Union for Foreign Affairs and Security Policy of 4 February 2014 establishing the rules applicable to National Experts seconded to the European External Action Service, as well as the Decision HR(2014) 11 of 16 December 2014.

Done at Brussels, 20 July 2026.



Kaja Kallas
High Representative of the Union
for Foreign Affairs and Security Policy

Electronically signed on 20/07/2026 12:33 (UTC+02) in accordance with Article 11 of Commission Decision (EU) 2021/2121

EUROPEAN EXTERNAL ACTION SERVICE

DG Resource Management
The Acting Director-General

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

To Permanent Representatives of the
Member States of the European Union

Your Excellencies,

I am pleased to inform you that we are looking for one “cost-free” national expert (SNE) for secondment to the POL.MENA.6 – Iran Division, pursuant to the Decision (2026) 18 of the High Representative of 20 July 2026 establishing the rules applicable to Seconded National Experts (SNEs)[1].

I would be obliged if you could forward the enclosed profiles to the relevant national Authorities in order to generate suitable applications.

Candidates are invited to submit **annexes I and II to the vacancy notice** (duly filled and signed), together with their **curriculum vitae and motivation letter** in English or in French, in PDF format. The European curriculum vitae template can be found at the following internet address: http://europass.cedefop.europa.eu/en/documents/curriculum-vitae.

Only applications received in the above-mentioned format **by 30 October 2026** (18h00, Brussels time) will be considered for this call for applications.

Permanent Representations are kindly requested to send applications to the EEAS.RM.BHR.3 Division, “Selection and Recruitment” at the following email address: SNE-HQ@eeas.europa.eu.

Applications will be examined by my services, which will organise the interviews shortly after the deadline.

Please note that the possession of a personnel security clearance (**EU-SECRET/SECRET-UE**) is a prerequisite for this post.

[1] Decision of the High Representative of the Union for Foreign Affairs and Security Policy on the rules applicable to National Experts seconded to the European External Action Service - ADMIN(2026) 18 of 20 July 2026.

Please note that the EEAS implements data protection rules according to Regulation (EU) 2018/1725[2] of the European Parliament and of the Council. Consequently, please be informed that applicants' personal data will be circulated within EEAS services, for selection and management secondment procedures.

I would like to take this opportunity to thank you very much for your cooperation.

Yours sincerely,

(e-signed)
Elsa FENET

Acting DG RM

Enc.: - Decision (2026) 18 of the High Representative of 20 July 2026
- Vacancy Notice

Cc: S.Brebant, Head of Division, POL.MENA.6
U. Hauer, Head of Division, RM.BHR.3
C. Osti, Head of Sector, RM.BHR.3

[2] 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/E.

Electronically signed on 05/10/2026 11:48 (UTC+02) in accordance with Article 11 of Commission Decision (EU) 2021/2121

EUROPEAN EXTERNAL ACTION SERVICE

DG Resource Management
The Director-General

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

To Permanent Representatives of the
Member States of the European Union

Your Excellencies,

I am pleased to inform you that we are looking for one "cost-free" national expert (SNE) for secondment to the EU Delegation to the **Democratic Republic of the Congo (Kinshasa),** pursuant to the Decision (2026) 18 of the High Representative of 20 July 2026 establishing the rules applicable to Seconded National Experts (SNEs)[1].

I would be obliged if you could forward the enclosed profiles to the relevant national Authorities in order to generate suitable applications.

Candidates are invited to submit **annexes I and II to the vacancy notice** (duly filled and signed), together with their **curriculum vitae and motivation letter** in English or in French, in PDF format. The European curriculum vitae template can be found at the following internet address: http://europass.cedefop.europa.eu/en/documents/curriculum-vitae.

Only applications received in the above-mentioned format by **13.11.2026** (18h00, Brussels time) will be considered for this call for applications.

Permanent Representations are kindly requested to send applications to the EEAS.RM.BHR.3 Division, "Selection and Recruitment" at the following email address: SNE-Delegations@eeas.europa.eu

Applications will be examined by my services, which will organise the interviews shortly after the deadline.

Please note that the possession of a personnel security clearance **(EU-SECRET)** is a prerequisite for this post.

[1] Decision of the High Representative of the Union for Foreign Affairs and Security Policy on the rules applicable to National Experts seconded to the European External Action Service - ADMIN(2026) 18 of 20 July 2026.

Please note that the EEAS implements data protection rules according to Regulation (EU) 2018/1725[2] of the European Parliament and of the Council. Consequently, please be informed that applicants' personal data will be circulated within EEAS services, for selection and management secondment procedures.

I would like to take this opportunity to thank you very much for your cooperation.

Yours sincerely,

(e-signed)
Elsa FENET
Acting DG RM

Enc.: - Decision (2026) 18 of the High Representative of 20 July 2026
- Vacancy Notice

Cc: D. Carpenter, Head of Delegation, DRC Delegation
P. Berizzi, Head of Division, POLAFRICA.4
Y. Guerfi, Deputy Head of Division, POLAFRICA.4
C. Osti, Head of Sector, BHR.3
G.Sadones, Head of Administration, DRC Delegation

[2] 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/E.

Electronically signed on 05/10/2026 11:46 (UTC+02) in accordance with Article 11 of Commission Decision (EU) 2021/2121

Vacancy Notice
Seconded National Expert

Seconded National Expert
EU Delegation Democratic Republic of Congo

AD level post – cost-free

Job No 448183

WE ARE:

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

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

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

WE PROPOSE:

Functions and Duties

The position of Seconded National Expert (Political officer) at the EU Delegation to the Democratic Republic of Congo (Kinshasa) as a "cost free" secondment, i.e. salary, insurances, accommodation and other costs are to be paid by the EU MS as appropriate.
Under the authority of the Head of Delegation and the Head of the Political, Press and Information Section, the Political Advisor contributes to the political work of the EU Delegation, with a particular focus on political and economic developments, as well as trade with a regional, security oriented and foreign investments angle.

We are looking for:

The European External Action Service (EEAS) is seeking a highly motivated colleague (SNE) to occupy the post of Seconded National Expert (SNE) to the **EU Delegation to the Democratic Republic of Congo (Kinshasa).**

Under the authority of the EU Head of Delegation and the Head of Political, Press and Information Section :

-the SNE shall provide technical, operational and strategic support to the political work of EU Delegation, with a thematic focus on political and economic developments, energy transition with a geographical focus on the DRC, regional integration within Africa and the country's links to foreign businesses at large. Focus will also be on the role of conflict minerals and critical raw materials connected to maintaining peace and stabilization as well as development engagements under Global Gateway.

-Monitor, analyse and report on the political situation in the DRC and the Great Lakes region across thematic issues, including peace, security, governance and economy.

-Liaise within EEAS to enhance effective coordination in the DRC and the Great Lakes region, in particular with the EU Delegations in neighbouring countries.

-Follow up on engagements within the Regional Economic Integration Framework.

-Build and maintain networks and working relationships with key partners, such as representatives of the DRC authorities, EU member states, diplomatic corps, regional organisations, civil society, private sector, expert organisations and academic institutions as well as International financial institutions present in the country and the region such as WB, EIB, ADB and IMF.

-Undertake short-term missions within the DRC and to the neighbouring countries with a focus on the Great Lakes region.

-Prepare and assist in missions from Headquarters and DGs.

-Contribute to the overall work of the Political, Press and Information Section, including tasks related to the national political situation in the DRC, strategic communication related to development activities and addressing mis/disinformation/information manipulation.

Financial coverage

Seconded National Experts (hereafter, "SNEs") shall be entitled to:

- reimbursement of mission expenses incurred during the secondment;
- accident insurance policy[1], however accident coverage is not extended to family members.

Start date and duration of secondment

The start date of the secondment shall be the first day of service at the place of secondment.

The initial period of secondment may not exceed two years and may be extended successively up to a period not exceeding four years in total. At the request of the relevant Managing Director or equivalent, the Director responsible for Human Resources may authorise, in

[1] European Union and Institutions FWC PMO/2021/OP/0004.

exceptional cases and in the interest of the service, one or more extensions of the secondment for a maximum of two years at the end of the four-year period. The total duration of the secondment shall in no case exceed six years.

Position indicatively available from **01/02/2027**

Place of secondment

Kinshasa, Democratic Republic of Congo

LEGAL BASIS:

This vacancy is to be filled in accordance with the EEAS Decision of the High Representative of the Union for Foreign Affairs and Security Policy Decision HR DEC(2026) 18 of 20 July 2026 establishing the rules applicable to National Experts seconded to the European External Action Service.

WE ARE LOOKING FOR:

Eligibility criteria:

Candidates must:

a) Have the nationality of an EU Member State;

b) Be drawn from Member States' public administrations. In exceptional cases, and with prior authorisation by the Director General for Resource Management, the EEAS may agree to the secondment of national experts from non-EU States' public administrations, non-profit organisations (such as research centres or think tanks) or from international organisations;

c) Be in the active service of the employer on a permanent or contract basis;

d) Have a level of education which corresponds to completed university studies of at least three years attested by a diploma, or where justified in the interest of the service, professional training of an equivalent level;

e) Have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function group AD as defined in the Staff Regulations of Officials of the European Union (hereinafter the "Staff Regulations");

f) Have the capacity to work in the languages of the CFSP and external relations (English and French) at a level necessary for the performance of their duties;

g) Have a security clearance issued by the national security authority of an EU Member State that is equivalent at least to the level EU SECRET/SECRET UE[2], notwithstanding the authorised delayed submission of such security clearance as per Article 6(3) of Decision ADMIN(2025) 42 of the Secretary-General of the European External Action Service of 20 November 2025[3];

[2] Ref. Appendix B 'Equivalent of Security Classification' to the Council Decision of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU) (OJ L 274, 15.10.2013, p. 1). A description of the EU classified information levels is also available under 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, and in Annex A I of 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 of the EEAS (OJ C 263, 26 July 2023, p.16).

[3] 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.

h) Not have been seconded to the EEAS during a period of two years preceding the application for the post. When the former secondment lasted less than six years, a new secondment, which does not exceed the unexpired part of the total six-year period, may exceptionally be accepted less than two years after the end of the prior secondment.

Selection criteria

A. Professional knowledge

-Minimum of 5 years of experience in the field of diplomacy and/or international relations.
-Good knowledge of EU institutions, its decisional processes and EU foreign policy.
-Prior experience on the African continent and/or in a conflict environment would be an asset.

B. Skills required

-Capacity to work and communicate in an international, diplomatic, multilingual and multicultural environment.
-Good understanding of strategic communication.
-Excellent teamwork skills. Active network skills.
-Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and connecting issues and capacity to identify solutions

C. Languages

Proficiency (capacity to write and speak) in French and English

D. Personal Qualities

Dynamic, motivated and flexible personality that is able to work proactively and in teams within a multi-cultural environment. Must be willing to take short-term missions.

CONDITIONS OF SECONDMENT:

Conflict of interest

The EEAS shall examine whether the candidates have any actual or potential conflict of interest or personal interest such as to impair their independence. To that end, the candidates shall inform the EEAS of any actual or potential conflict of interest, taking also into account their professional situation and their family circumstances, in particular their own or their family's professional activities or financial interests. In this context, all candidates shall fill with their application a declaration of potential conflict of interest (Annex I).

As a matter of policy, applications by individuals who have dual nationality of which one of a non-EU country, will be considered on a case-by-case basis taking account in particular of the functions attributed to the vacant post. The EEAS shall also take into account any specific local and global-security context, issues with diplomatic status or other concerns about risks to the personal security of the candidate or to the security interests of the Union.

Personnel Security Clearance

The requested level of security clearance for this post is: SECRET UE/EU SECRET. A description of the EU classified information levels is available under Article 2 of Annex A of the Decision ADMIN(2023) 18 on the security rules of the EEAS[4].

[4] OJ C 263, 26 July 2023, p.16.

The selected candidate should hold a valid PSC issued by the national security authority of an EU Member State that is equivalent at least to the level indicated in the preceding paragraph, for the duration of the secondment to the EEAS.

Accordingly, all candidates shall fill with their application a declaration of possession of a PSC at the appropriate level (Annex II).

In exceptional cases, for reasons duly justified by the seconding authority and after approval by the EEAS Security Authority, the required PSC issued by the national security authority of an EU Member State may be submitted no later than 6 months after the start date of the secondment[5].

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

Visa

The EEAS shall cooperate with the relevant authorities of the receiving State where the Union Delegation is located in order to obtain all authorisations necessary for the SNEs to fulfil their duties. The start date of the secondment of the SNE in a Union Delegation is subject to the delivery of such authorisations and/or the fulfilment of entry visa requirements set by the relevant authorities of the receiving State, in order to allow the SNE to take up duties in the place of secondment.

If any of these authorisations and/or visa is denied or not obtained within a reasonable time that takes account of the interest of the service, the EEAS shall withdraw the secondment offer. In exceptional circumstances and in the interest of the service, the EEAS may, instead, determine another place of secondment through a further exchange of letters with the employer of the SNE.

HEAT

Hostile Environment Awareness Training **(HEAT)** is **mandatory** for this posting.

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 Staff Regulations. 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 Staff Regulations. 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 SNE-Delegations@eeas.europa.eu. Your request will be treated in strict confidence, and no

[5] During such a period, specific measures shall be taken, including but not limited to those described in Article 7 of 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. Until the PSC is issued by the competent authority of the Member State concerned, the selected candidate will not be authorised to access EUCI at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or above, or to participate in any meetings or workflow where EUCI is processed.

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 Staff Regulations.

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.

For queries related to the functions and duties please refer to:
Douglas Carpenter, Head of Delegation, +32 2584-5225
douglas.carpenter@eeas.europa.eu

For administrative queries related to the selection process, please refer to:
SNE-Delegations@eeas.europa.eu

ANNEX I

DECLARATION OF POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY CANDIDATES

The Decision HR(2026) 18 of the High Representative of the Union for Foreign Affairs and Security Policy of 20 July 2026 establishing the rules applicable to National Experts seconded to the EEAS (hereinafter, the 'EEAS SNE Decision') states:

- in Article 2(3): "*The EEAS shall examine whether candidates have any actual or potential conflict of interest or personal interest such as to impair their independence. To that end, candidates, using a dedicated form, shall inform the EEAS of any actual or potential conflict of interest, taking also into account their professional situation and their family circumstances, in particular their own or their family's professional activities or financial interests. On the basis of the assessment conducted, the EEAS may decide not to proceed with the secondment".*

- in Article 8(1)(c): "*During the secondment, the SNE shall immediately inform their line manager if, in the performance of their duties, they become aware of an actual or potential conflict of interest, or are called upon to give a decision on the handling or the outcome of a matter in which, directly or indirectly, they have a personal interest such as to impair their independence, and, in particular, family's professional activities or financial interests".*

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

Title/First Name/Last Name:

……

Position applied for:

……

Job number:

……

Division:

……

Candidate status: ☐ Candidate from a Member State ☐ Candidate from a non-EU country ☐ Candidate from an international organisation ☐ Candidate from a non-profit organisation	
Current and former EU/non-EU nationality(ies):	

Current employer:	
Spouse/partner's EU/non-EU nationality(ies):	
Spouse/partner's professional activities:	
Dependents' nationality(ies):	

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

YES ☐ NO ☐

If yes, please detail:

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

I understand that any infringement of the above requirements under the EEAS SNE Decision may lead to the withdrawal of a secondment offer or the termination of the secondment.

Date and signature:

PLEASE FILL IN, PRINT, SIGN AND SCAN

To be returned <u>with the application</u>

ANNEX II

DECLARATION OF POSSESSION OF A PERSONNEL SECURITY CLEARANCE (PSC)

Pursuant to point 19 of Annex A I to the EEAS Security Rules[6] and Article 6(1) of the Decision ADMIN(2025) 42 of the Secretary-General of the European External Action Service of 20 November 2025[7], national experts seconded to the EEAS for a position listed under Article 3(1) and (2) of Decision ADMIN(2025) 42 shall have a valid PSC for access to EUCI in the EEAS prior to taking up their assignment.

I, Mr/Ms _____, hereby declare to be in possession, for the duration of my secondment to the EEAS, of a valid PSC issued by the national security authority of an EU Member State that is equivalent at least to the EU level requested for the published post.

YES ☐ NO ☐

If no, please detail:

I hereby certify that the information provided in this form is correct and complete.

I understand that any infringement of the above requirements under the EEAS SNE Decision may lead to the withdrawal of a secondment offer or the termination of the secondment.

Date and signature:

PLEASE FILL IN, PRINT, SIGN AND SCAN

To be returned with the application

[6] 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 European External Action Service.

[7] 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.

Vacancy Notice
Seconded National Expert

Policy Officer, Iran Division (EEAS POL MENA6)

AD level post – cost-free

Job no. 522036

WE ARE:

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

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

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

WE PROPOSE:

Functions and Duties

The post of a "cost-free" Seconded National Expert on the position of Policy Officer in the Iran Division (POL MENA6), covering in particular Iran's domestic situation (political and human rights, security and economic developments).

The successful candidate will join the EEAS' Iran Division (POL MENA6) in the Department for Middle East and Northern Africa (MENA) under the supervision of the Deputy Secretary

General for Political Affairs and in close cooperation with other EEAS departments and European Commission services.

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

- Provide regular briefings, analysis, expert advice as well as operational support in implementing and shaping the EU's policies vis-à-vis Iran, taking into account the broader political and socio-economic dimensions.

- Liaise, as appropriate, with other EU bodies, EU Member States, including the country representing the EU locally in Iran, as well as a wide range of diplomatic stakeholders and civil society representatives.

- Maintain close contact with relevant services across EEAS geographic and thematic departments, Commission services, to ensure complementarity and consistency of EU policy on Iran, including through the EXCO group and in the context of Council Working Groups (MOG/COHOM/IPCR).

- Prepare briefing notes for the HRVP and senior EU officials, other policy papers and material relevant to the Division's work.

Allowances and financial coverage

Seconded National Experts (hereinafter "SNEs") shall be entitled to:

- reimbursement of mission expenses incurred during the secondment;
- accident insurance policy[1], however accident coverage is not extended to family members.
- where applicable[2], standby duty allowance or shiftwork allowance.

Start date and duration of secondment

The start date of the secondment shall be the first day of service at the place of secondment.

The initial period of secondment may not exceed two years and may be extended successively up to a period not exceeding four years in total. At the request of the relevant Managing Director or equivalent, the Director responsible for Human Resources may authorise, in exceptional cases and in the interest of the service, one or more extensions of the secondment for a maximum of two years at the end of the four-year period. The total duration of the secondment shall in no case exceed six years.

Position immediately available.

[1] European Union and Institutions FWC PMO/2021/OP/0004.
[2] Article 12(4) of the EEAS SNE Decision (Decision HR DEC(2026) 18 of 20 July 2026).

Place of secondment

Brussels

LEGAL BASIS:

This vacancy is to be filled in accordance with the EEAS Decision of the High Representative of the Union for Foreign Affairs and Security Policy HR DEC(2026) 18 of 20 July 2026 establishing the rules applicable to National Experts seconded to the European External Action Service.

WE ARE LOOKING FOR:

Eligibility criteria

Candidates must:

a) Have the nationality of an EU Member State, unless a derogation is granted by the Director-General for Resource Management for duly justified reasons in the interest of the service. Such a derogation may only be granted for SNEs assigned to posts in Brussels;

b) Be drawn from Member States' public administrations. In exceptional cases, and with prior authorisation by the Director General for Resource Management, the EEAS may agree to the secondment of national experts from non-EU States' public administrations, non-profit organisations (such as research centres or think tanks) or from international organisations;

c) Be in the active service of the employer on a permanent or contract basis;

d) Have a level of education which corresponds to completed university studies of at least three years attested by a diploma, or where justified in the interest of the service, professional training of an equivalent level;

e) Have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function group AD as defined in the Staff Regulations of Officials of the European Union (hereinafter the "Staff Regulations");

f) Have the capacity to work in the languages of the CFSP and external relations (English and French) at a level necessary for the performance of their duties;

g) Have a security clearance issued by the national security authority of an EU Member State that is equivalent at least to the EU classified information level required for the published post[3], notwithstanding the authorised delayed submission of such security

[3] Ref. Appendix B 'Equivalent of Security Classification' to the Council Decision of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU) (OJ L 274, 15.10.2013, p. 1). A description of the EU classified information levels is also available under 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, and in Annex A I of 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 of the EEAS (OJ C 263, 26 July 2023, p.16).

clearance as per Article 6(3) of Decision ADMIN(2025) 42 of the Secretary-General of the European External Action Service of 20 November 2025[4];

h) Not have been seconded to the EEAS during a period of two years preceding the application for the post. When the former secondment lasted less than six years, a new secondment, which does not exceed the unexpired part of the total six-year period, may exceptionally be accepted less than two years after the end of the prior secondment.

Selection criteria:

A. Professional knowledge

- Have a professional experience of at least 3 years in the Ministry of Foreign Affairs.
- Have excellent knowledge of external relations, and of the functioning of the EU.
- Have experience and knowledge of CFSP-related issues.
- Have full work proficiency in languages of the CFSP necessary for the performance of their duties. Knowledge of other EU languages would be an asset.
- Have good knowledge of the Iran file, ideally gained through first-hand experience in the country or region (strong asset).

B. Skills required

- Have an excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multilateral environment.
- Have an excellent capacity to create effective and constructive working relations with EU Member States, international organizations and national authorities of the country.
- Have strong drafting and analytical skills combined with sound judgement, the ability to work in a team, and to coordinate and to communicate effectively.

Furthermore:

- Experience of working in an Embassy/EU Delegation (or equivalent in an international organisation);
- Experience of working in a team in multi-disciplinary and multi-cultural environment;
- Experience of negotiating in an international context;

would be considered assets.

C. Languages

Knowledge of Farsi would be an asset but not mandatory.

D. Personal Qualities

- Dynamic, motivated and flexible personality. Able to adapt quickly to new situations and deal with a challenging portfolio, including heavy workload and missions in conflict area.

[4] 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.

CONDITIONS OF SECONDMENT:

Conflict of interest

The EEAS shall examine whether candidates have any actual or potential conflict of interest or personal interest such as to impair their independence. To that end, candidates shall inform the EEAS of any actual or potential conflict of interest, taking also into account their professional situation and their family circumstances, in particular their own or their family's professional activities or financial interests. In this context, all candidates shall fill with their application a declaration of potential conflict of interest (Annex I).

As a matter of policy, applications by individuals who have dual nationality of which one of a non-EU country, will be considered on a case-by-case basis taking account in particular of the functions attributed to the vacant post.

Personnel Security Clearance (PSC)

The requested level of security clearance for this post is: **EU-SECRET/SECRET-UE**. A description of the EU classified information levels is available under Article 2 of Annex A of the Decision ADMIN(2023) 18 on the security rules of the EEAS[5].

The selected candidate should hold a valid PSC issued by the national security authority of an EU Member State that is equivalent at least to the level indicated in the preceding paragraph, for the duration of the secondment to the EEAS.

Accordingly, all candidates shall fill with their application a declaration of possession of a PSC at the appropriate level (Annex II).

In exceptional cases, for reasons duly justified by the seconding authority and after approval by the EEAS Security Authority, the required PSC issued by the national security authority of an EU Member State may be submitted no later than 6 months after the start date of the secondment[6].

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

School fees

Costs related to nurseries and after-school centres managed by the early childhood centre of the European Commission or by any other EU institution, as well as transportation costs to school, shall not be covered by the EEAS. Schooling costs related to the enrolment in a European School Type I shall be covered by the EEAS in compliance with the Convention defining the Statute of the European Schools of 21 June 1994[7]. For further information, please contact RM-01-COORDINATION@eeas.europa.eu.

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[5] OJ C 263, 26 July 2023, p.16.

[6] During such a period, specific measures shall be taken, including but not limited to those described in Article 7 of 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. Until the PSC is issued by the competent authority of the Member State concerned, the selected candidate will not be authorised to access EUCI at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or above, or to participate in any meetings or workflow where EUCI is processed.

[7] Convention defining the statute of the European schools (OJ L 212, 17.8.1994, p. 3–14).

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

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.

For queries related to the functions and duties please refer to:
Sebastien BRABANT, Head of Division, +32 2 584 21 68 Sebastien.Brabant@eeas.europa.eu

For administrative queries related to the selection process, please refer to:
SNE-HQ@eeas.europa.eu

ANNEX I

DECLARATION OF POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY CANDIDATES

The Decision HR(2026) 18 of the High Representative of the Union for Foreign Affairs and Security Policy of 20 July 2026 establishing the rules applicable to National Experts seconded to the EEAS (hereinafter, the 'EEAS SNE Decision') states:

- in Article 2(3): "*The EEAS shall examine whether candidates have any actual or potential conflict of interest or personal interest such as to impair their independence. To that end, candidates, using a dedicated form, shall inform the EEAS of any actual or potential conflict of interest, taking also into account their professional situation and their family circumstances, in particular their own or their family's professional activities or financial interests. On the basis of the assessment conducted, the EEAS may decide not to proceed with the secondment".*

- in Article 8(1)(c): "*During the secondment, the SNE shall immediately inform their line manager if, in the performance of their duties, they become aware of an actual or potential conflict of interest, or are called upon to give a decision on the handling or the outcome of a matter in which, directly or indirectly, they have a personal interest such as to impair their independence, and, in particular, family's professional activities or financial interests".*

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

Title/First Name/Last Name: ……

Position applied for: ……

Job number: ……

Division: ……..

Candidate status: □ Candidate from a Member State □ Candidate from a non-EU country □ Candidate from an international organisation □ Candidate from a non-profit organisation	
Current and former EU/non-EU nationality(ies):	
Current employer:	

Spouse/partner's EU/non-EU nationality(ies:	
Spouse/partner's professional activities:	
Dependents' nationality(ies):	

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

YES ☐ NO ☐

If yes, please detail:

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

I understand that any infringement of the above requirements under the EEAS SNE Decision may lead to the withdrawal of a secondment offer or the termination of the secondment.

Date and signature:

PLEASE FILL IN, PRINT, SIGN AND SCAN

To be returned <u>with the application</u>

ANNEX II

DECLARATION OF POSSESSION OF A PERSONNEL SECURITY CLEARANCE (PSC)

Pursuant to point 19 of Annex A I to the EEAS Security Rules[8] and Article 6(1) of the Decision ADMIN(2025) 42 of the Secretary-General of the European External Action Service of 20 November 2025[9], national experts seconded to the EEAS for a position listed under Article 3(1) and (2) of Decision ADMIN(2025) 42 shall have a valid PSC for access to EUCI in the EEAS prior to taking up their assignment.

I, Mr/Ms _____, hereby declare to be in possession, for the duration of my secondment to the EEAS, of a valid PSC issued by the national security authority of an EU Member State that is equivalent at least to the EU level requested for the published post.

YES ☐ NO ☐

If no, please detail:

I hereby certify that the information provided in this form is correct and complete. I understand that any infringement of the above requirements under the EEAS SNE Decision may lead to the withdrawal of a secondment offer or the termination of the secondment. Date and signature:

PLEASE FILL IN, PRINT, SIGN AND SCAN

To be returned with the application

[8] 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 European External Action Service.

[9] 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.

EUROPEAN EXTERNAL ACTION SERVICE

DG Resource Management
The Director-General

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

To Permanent Representatives of the
Member States of the European Union

Your Excellencies,

I am pleased to inform you that we are looking for one "cost-free" national expert (SNE) for secondment to the GII.GLOBAL.GI.4 - Migration and Human Security Division, pursuant to the Decision (2026) 18 of the High Representative of 20 July 2026 establishing the rules applicable to Seconded National Experts (SNEs)[1].

I would be obliged if you could forward the enclosed profiles to the relevant national Authorities in order to generate suitable applications.

Candidates are invited to submit **annexes I and II to the vacancy notice** (duly filled and signed), together with their **curriculum vitae and motivation letter** in English or in French, in PDF format. The European curriculum vitae template can be found at the following internet address: http://europass.cedefop.europa.eu/en/documents/curriculum-vitae.

Only applications received in the above-mentioned format **by 23 October 2026** (18h00, Brussels time) will be considered for this call for applications.

Permanent Representations are kindly requested to send applications to the EEAS.RM.BHR.3 Division, "Selection and Recruitment" at the following email address: SNE-HQ@eeas.europa.eu.

Applications will be examined by my services, which will organise the interviews shortly after the deadline.

Please note that the possession of a personnel security clearance (**EU-SECRET/SECRET-UE**) is a prerequisite for this post.

[1] Decision of the High Representative of the Union for Foreign Affairs and Security Policy on the rules applicable to National Experts seconded to the European External Action Service - ADMIN(2026) 18 of 20 July 2026.

Please note that the EEAS implements data protection rules according to Regulation (EU) 2018/1725[2] of the European Parliament and of the Council. Consequently, please be informed that applicants' personal data will be circulated within EEAS services, for selection and management secondment procedures.

I would like to take this opportunity to thank you very much for your cooperation.

Yours sincerely,

(e-signed)
Elsa FENET

Acting DG RM

Enc.: - Decision (2026) 18 of the High Representative of 20 July 2026
- Vacancy Notice

Cc: M. Garcia Perez, Head of Division, GII.GLOBAL.GI.4
U. Hauer, Head of Division, RM.BHR.3
C. Osti, Head of Sector, RM.BHR.3

[2] 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/E.

Electronically signed on 05/10/2026 11:47 (UTC+02) in accordance with Article 11 of Commission Decision (EU) 2021/2121

Vacancy Notice
Seconded National Expert

Policy Officer, Division for Migration and Human security GLOBAL.GI.4

AD level post – cost-free

Job no. 443884

WE ARE:

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

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

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

WE PROPOSE:

Functions and Duties

The post of a "cost-free" Seconded National Expert on the position of Policy Officer, Division for Migration and Human security, Global Issues GI.4. The successful candidate will join the divisions for Migration and Human Security.

Under the authority of the Head of Division Global GI 4, the Seconded National Expert is expected to perform the following tasks:

- Contribute to the implementation of the external aspects of the new Pact on Asylum and Migration, in particular legal migration aspects.

- Contribute to implementation of talent partnerships and preparations for an effective Talent Pool implementation.

- Contribute towards the definition of EU migration policy for specific third countries, in coordination with other EEAS and Commission services concerned and EU Delegations

- Contribute to the elaboration of bilateral and regional strategies on migration with migration relevant third countries

- Ensure regular exchanges with international organisations relevant to the file.

- Elaborate strategy papers and briefings, in coordination with other EEAS and Commission services concerned and EU Delegations

- Prepare briefings, analytical and background documents in the area of responsibility.

- Ensure interface with civil society and academia on migration issues. Attend conferences, seminars, committees, external meetings etc. in area of competence.

Allowances and financial coverage

Seconded National Experts (hereinafter "SNEs") shall be entitled to:

- reimbursement of mission expenses incurred during the secondment;
- accident insurance policy[1], however accident coverage is not extended to family members.
- where applicable[2], standby duty allowance or shiftwork allowance.

Start date and duration of secondment

The start date of the secondment shall be the first day of service at the place of secondment.

The initial period of secondment may not exceed two years and may be extended successively up to a period not exceeding four years in total. At the request of the relevant Managing Director or equivalent, the Director responsible for Human Resources may authorise, in exceptional cases and in the interest of the service, one or more extensions of the secondment for a maximum of two years at the end of the four-year period. The total duration of the secondment shall in no case exceed six years.

Position immediately available.

Place of secondment

[1] European Union and Institutions FWC PMO/2021/OP/0004.
[2] Article 12(4) of the EEAS SNE Decision (Decision HR DEC(2026) 18 of 20 July 2026).

Brussels

LEGAL BASIS:

This vacancy is to be filled in accordance with the EEAS Decision of the High Representative of the Union for Foreign Affairs and Security Policy HR DEC(2026) 18 of 20 July 2026 establishing the rules applicable to National Experts seconded to the European External Action Service.

WE ARE LOOKING FOR:

Eligibility criteria

Candidates must:

a) Have the nationality of an EU Member State, unless a derogation is granted by the Director-General for Resource Management for duly justified reasons in the interest of the service. Such a derogation may only be granted for SNEs assigned to posts in Brussels;

b) Be drawn from Member States' public administrations. In exceptional cases, and with prior authorisation by the Director General for Resource Management, the EEAS may agree to the secondment of national experts from non-EU States' public administrations, non-profit organisations (such as research centres or think tanks) or from international organisations;

c) Be in the active service of the employer on a permanent or contract basis;

d) Have a level of education which corresponds to completed university studies of at least three years attested by a diploma, or where justified in the interest of the service, professional training of an equivalent level;

e) Have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function group AD as defined in the Staff Regulations of Officials of the European Union (hereinafter the "Staff Regulations");

f) Have the capacity to work in the languages of the CFSP and external relations (English and French) at a level necessary for the performance of their duties;

g) Have a security clearance issued by the national security authority of an EU Member State that is equivalent at least to the EU classified information level required for the published post[3], notwithstanding the authorised delayed submission of such security clearance as per Article 6(3) of Decision ADMIN(2025) 42 of the Secretary-General of the European External Action Service of 20 November 2025[4];

[3] Ref. Appendix B 'Equivalent of Security Classification' to the Council Decision of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU) (OJ L 274, 15.10.2013, p. 1). A description of the EU classified information levels is also available under 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, and in Annex A I of 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 of the EEAS (OJ C 263, 26 July 2023, p.16).

[4] 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.

h) Not have been seconded to the EEAS during a period of two years preceding the application for the post. When the former secondment lasted less than six years, a new secondment, which does not exceed the unexpired part of the total six-year period, may exceptionally be accepted less than two years after the end of the prior secondment.

Selection criteria:

A. Professional knowledge

- Experience of at least 3 years in the above mentioned areas at institutional level, analysis and reporting; in third countries (Embassy, International organization, NGO, etc.)
- Knowledge of EU institutions, related decisional processes, CFSP-CFSD, JLS, EU external action and related EU external policies (geographic and thematic) of geographic area in question and relevant regional integration processes.
- Having a legal background would be a strong asset.

B. Skills required

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required.
- Have the ability to work in teamwork, to coordinate and to communicate effectively.
- Have solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

C. Languages

Knowledge of Spanish would be an asset but not mandatory.

D. Personal Qualities

- Be dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges, including missions in conflict area.

CONDITIONS OF SECONDMENT:

Conflict of interest

The EEAS shall examine whether candidates have any actual or potential conflict of interest or personal interest such as to impair their independence. To that end, candidates shall inform the EEAS of any actual or potential conflict of interest, taking also into account their professional situation and their family circumstances, in particular their own or their family's professional activities or financial interests. In this context, all candidates shall fill with their application a declaration of potential conflict of interest (Annex I).

As a matter of policy, applications by individuals who have dual nationality of which one of a non-EU country, will be considered on a case-by-case basis taking account in particular of the functions attributed to the vacant post.

Personnel Security Clearance (PSC)

The requested level of security clearance for this post is: **EU-SECRET/SECRET-UE**. A description of the EU classified information levels is available under Article 2 of Annex A of the Decision ADMIN(2023) 18 on the security rules of the EEAS[5].

The selected candidate should hold a valid PSC issued by the national security authority of an EU Member State that is equivalent at least to the level indicated in the preceding paragraph, for the duration of the secondment to the EEAS.

Accordingly, all candidates shall fill with their application a declaration of possession of a PSC at the appropriate level (Annex II).

In exceptional cases, for reasons duly justified by the seconding authority and after approval by the EEAS Security Authority, the required PSC issued by the national security authority of an EU Member State may be submitted no later than 6 months after the start date of the secondment[6].

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

School fees

Costs related to nurseries and after-school centres managed by the early childhood centre of the European Commission or by any other EU institution, as well as transportation costs to school, shall not be covered by the EEAS. Schooling costs related to the enrolment in a European School Type I shall be covered by the EEAS in compliance with the Convention defining the Statute of the European Schools of 21 June 1994[7]. For further information, please contact RM-01-COORDINATION@eeas.europa.eu.

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 Staff Regulations. 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.

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5 OJ C 263, 26 July 2023, p.16.

6 During such a period, specific measures shall be taken, including but not limited to those described in Article 7 of 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. Until the PSC is issued by the competent authority of the Member State concerned, the selected candidate will not be authorised to access EUCI at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or above, or to participate in any meetings or workflow where EUCI is processed.

7 Convention defining the statute of the European schools (OJ L 212, 17.8.1994, p. 3–14).

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

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.

For queries related to the functions and duties please refer to:
Mercedes GARCIA PEREZ, Head of Division, +32 2 584 3365, mercedes.garcia-perez@eeas.europa.eu

For administrative queries related to the selection process, please refer to:
SNE-HQ@eeas.europa.eu

ANNEX I

DECLARATION OF POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY CANDIDATES

The Decision HR(2026) 18 of the High Representative of the Union for Foreign Affairs and Security Policy of 20 July 2026 establishing the rules applicable to National Experts seconded to the EEAS (hereinafter, the 'EEAS SNE Decision') states:

- in Article 2(3): "*The EEAS shall examine whether candidates have any actual or potential conflict of interest or personal interest such as to impair their independence. To that end, candidates, using a dedicated form, shall inform the EEAS of any actual or potential conflict of interest, taking also into account their professional situation and their family circumstances, in particular their own or their family's professional activities or financial interests. On the basis of the assessment conducted, the EEAS may decide not to proceed with the secondment".*

- in Article 8(1)(c): "*During the secondment, the SNE shall immediately inform their line manager if, in the performance of their duties, they become aware of an actual or potential conflict of interest, or are called upon to give a decision on the handling or the outcome of a matter in which, directly or indirectly, they have a personal interest such as to impair their independence, and, in particular, family's professional activities or financial interests".*

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

Title/First Name/Last Name: ……

Position applied for: ……

Job number: ……

Division: ……..

Candidate status: □ Candidate from a Member State □ Candidate from a non-EU country □ Candidate from an international organisation □ Candidate from a non-profit organisation	
Current and former EU/non-EU nationality(ies):	
Current employer:	

Spouse/partner's EU/non-EU nationality(ies:	
Spouse/partner's professional activities:	
Dependents' nationality(ies):	

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

YES ☐ NO ☐

If yes, please detail:

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

I understand that any infringement of the above requirements under the EEAS SNE Decision may lead to the withdrawal of a secondment offer or the termination of the secondment.

Date and signature:

PLEASE FILL IN, PRINT, SIGN AND SCAN

To be returned <u>with the application</u>

ANNEX II

DECLARATION OF POSSESSION OF A PERSONNEL SECURITY CLEARANCE (PSC)

Pursuant to point 19 of Annex A I to the EEAS Security Rules[8] and Article 6(1) of the Decision ADMIN(2025) 42 of the Secretary-General of the European External Action Service of 20 November 2025[9], national experts seconded to the EEAS for a position listed under Article 3(1) and (2) of Decision ADMIN(2025) 42 shall have a valid PSC for access to EUCI in the EEAS prior to taking up their assignment.

I, Mr/Ms _____, hereby declare to be in possession, for the duration of my secondment to the EEAS, of a valid PSC issued by the national security authority of an EU Member State that is equivalent at least to the EU level requested for the published post.

YES ☐ NO ☐

If no, please detail:

I hereby certify that the information provided in this form is correct and complete. I understand that any infringement of the above requirements under the EEAS SNE Decision may lead to the withdrawal of a secondment offer or the termination of the secondment. Date and signature:

PLEASE FILL IN, PRINT, SIGN AND SCAN

To be returned with the application

[8] 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 European External Action Service.

[9] 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.

External Publication

Vacancy Notice 2026/186– HQ (AD) Policy officer - Defence Expert in the Strategy, Coordination and Defence Policy Division (SECDEFPOL.1)

Type of post "Administrator"

Job no. 521298

Eligibility grade for EU officials and current temporary agents under Article 2(e) of the CEOS: AD 5 – AD 12 / Grade of recruitment for candidates from the Member States[1]: AD 7

WE ARE

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

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

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

The Strategy, Coordination and Defence Policy Division (MD-PSD.SECDEFPOL.1) is responsible for leading and coordinating the EEAS' overall contribution and strategy in the area of security and defence. This includes work on strategic policy initiatives, such as the contributing to the drafting and the implementation of the White Paper for European Defence - Readiness 2030, the Defence Readiness Roadmap, the Preparedness Union Strategy and the Strategic Compass. It also covers the preparation and follow-up of Ministerial and other high-level meetings and oversees the EEAS contribution to the implementation of the European Defence Industrial Strategy and its subsequent work

[1] Candidates from the Member States are primarily candidates from the national diplomatic services, in line with Article 98(1), first subparagraph of the Staff Regulations. In the alternative, candidates from other national administrations may be considered, in line with the second subparagraph of this provision, in exceptional cases.

strands. The division is coordinating work on strengthening relations with Ukraine in the area of competence of MD PSD, notably by promoting various initiatives of defence industrial cooperation between the EU and Ukraine, as well as exploring ways to leverage additional funding for defence industrial cooperation with Ukraine. The division also supports the EU Defence Industry Office in Ukraine by providing guidance and expertise.

WE PROPOSE

The post of Policy Officer – Defence Expert in the Defence Sector.

Under the authority of the Head of Division, the successful candidate will be responsible, in particular, for:

- developing, coordinating, implementing and monitoring EU defence industrial policies and initiatives to support informed decision-making, in close cooperation with relevant stakeholders, including the EU Military Staff, European Commission services, the European Defence Agency and relevant EEAS divisions, with a particular focus on the implementation of the Defence Readiness 2030 initiative and its defence-industrial dimension;
- providing policy expertise and advice in support of the implementation of other EU defence priorities and work strands, as required;
- providing support and advice on defence industrial cooperation with third countries;
- preparing, drafting and contributing to policy documents, briefings, reports, and other relevant materials within the areas of responsibility;
- participating in and representing the EEAS at meetings of Council preparatory bodies and other relevant fora, as well as in meetings with EU institutions, Member States, third countries, and international organisations, within the areas of responsibility.

The position is classified as an "Administrator" type of post[2] in the grade bracket AD 5 – AD 12.

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

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

Candidates who, at the time of their application, are temporary agents under Article 2(e) of the CEOS currently employed in the EEAS should be in a position to serve during the full duration of the assignment of the post, which is in principle four years, within the limits provided for by Article 50(b)(2) of the CEOS[3].

PLACE and DATE OF EMPLOYMENT

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

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

EEAS Headquarters, Brussels, Belgium

Post available: immediately

LEGAL BASIS FOR RECRUITMENT TO THIS POSITION

The successful candidate for this position will be:

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

WE LOOK FOR

Eligibility Criteria[4]:

General

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

1. be an EU official, a temporary agent to whom Article 2(e) of the CEOS applies or a member of staff from the national diplomatic service of a Member State; members of other national administrations of the Member States may also express interest as per the specific eligibility criteria;
2. have the capacity to work in the languages of the CFSP and external relations (English and French);
3. have at least 2 years' proven, pertinent experience in external relations.

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

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

1. EU officials or temporary staff to whom Article 2(e) of the CEOS applies must occupy a post in the grade bracket AD 5 – AD 12, or have occupied such a post before their change in administrative status in accordance with Article 35 of the SR, or occupy an AST post and be on the list drawn up according to Article 45(a)(c) of the SR (certification list).

2. Due to the need to ensure sound financial management of the limited financial

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

resources and given the fact that the assignment of a staff member to a Delegation has important budgetary and business continuity implications, candidates currently serving in a Delegation will be eligible only if the deadline for applications is less than six months from the end of their current posting. Other applications may only be considered in the interest of the service.

3. Due to the need to ensure business continuity, applications from candidates who have spent less than two years in their current post in Headquarters at the date of their application are not eligible. Their application may only be considered in the interest of the service.

4. Candidates who, at the time of the application, are EU officials, independently of their administrative status under Article 35 of the SR, cannot request to be recruited as temporary agents. In the case of applications from EU officials on leave for personal grounds, successful candidates will be reinstated into active employment within the meaning of Article 35(a) of the SR.

5. Candidates who, at the time of the application, are temporary agents to whom Article 2(e) of the CEOS applies must be in a position to serve the full duration of the assignment before reaching the age of retirement foreseen under Article 52(a) of the SR, applicable to temporary agents by virtue of Article 47(a) of the CEOS.

6. Candidates who, at the time of the application, are temporary agents to whom Article 2(e) of the CEOS applies, must provide a **new certificate** issued by their Ministry of Foreign Affairs[5] (hereafter, the "MFA") containing the same elements as requested for candidates from the national diplomatic services of the Member States (see specific eligibility criteria for candidates from the national diplomatic services of the Member States).

7. Candidates who, at the time of their application, are temporary agents to whom Article 2(e) of the CEOS applies, must also fulfil the general eligibility criteria, as well as the specific eligibility criteria for candidates from the Member States.

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

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

1. Possess a level of education:

   a. which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more; OR
   b. which corresponds to completed university studies attested by a diploma and relevant professional experience of at least one year when the normal period of university education is at least three years[6].

2. Have gained at least **6 years' full time professional experience**. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience.

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

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

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

3. The candidates shall provide a certificate issued by the national diplomatic service/MFA of their Member State of origin, which contains at least the following elements:

   - the post for which the candidate applies;
   - confirmation that the candidate is a staff member in active service in their national diplomatic service at the time of the application, either as a government official/civil servant or under a permanent employment relationship with the MFA; or that they have the same status/employment relationship at another national administration of their Member State and are on formal secondment to their MFA or an entity placed under the authority of the MFA such as an embassy, a permanent representation or a mission of the Member State accredited to an international organisation;
   - endorsement by the MFA of their application for the post;
   - a guarantee of immediate reinstatement at the end of their period of service with the EEAS, as required under Article 50(b)(2) of the CEOS.

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

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

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

Candidates from the national diplomatic services of Member States, who have served continuously 8 or up to the maximum of 10 years as temporary agents under Article 2(e) of the CEOS pursuant to Article 50(b)(2) of the CEOS, are not eligible before a lapse of at least 2 years from the termination of their last contract under Article 2(e) of the CEOS[7].

Possibility for staff members of national administration other than national diplomatic services to express their interests for the post

In case no suitable candidate is found among the candidates being EU officials, coming from the national diplomatic services of the Member States or being temporary agents to whom Article 2(e) of the CEOS applies, the selection procedure for this post carried out on the basis of Article 29(1) and/or Article 98(1), first subparagraph, of the SR would be deemed unsuccessful. In such situation, profiles of staff members coming from public national administrations of the Member States other than national diplomatic services may be exceptionally considered by the Authority Authorised to Conclude Contracts of Employment (hereafter, the "AACC").

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

These candidates should meet points (2) and (3) of the general eligibility criteria, as set out above. In addition:

(a) By analogy, they should meet the same specific eligibility criteria than the ones applicable for candidates from the national diplomatic services of the Member States with regard to their level of education and professional experience; and

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

(b) They shall provide a certificate issued by the national diplomatic service/MFA of their Member State of origin which contains at least the following elements:

- the post for which the candidate applies;
- confirmation that the candidate is a staff member in active service in their national administration of origin at the time of their application, either as a government official/civil servant or under a permanent employment relationship with this administration;
- endorsement by the national diplomatic service of their application for the post;
- a guarantee of immediate reinstatement in their national administration of origin after the end of their period of service with the EEAS.

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

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

If selected for the post, the candidate would be recruited as a temporary agent under Article 2(b) of the CEOS.

Selection Criteria:

Candidates should have:

- an excellent ability to maintain diplomatic relations and to ensure representation, communication and management in a complex, multicultural environment;
- an excellent capacity to create constructive working relations with national authorities, civil society, international organisations, EU Member States and other relevant stakeholders;
- strong drafting, communication and analytical skills combined with sound judgement;
- excellent knowledge of the EU's internal and external policies and instruments, and of the functioning of the Union and its inter-institutional framework;
- good understanding of CFSP/CSDP and the EU institutional framework;
- sound knowledge of EU defence initiatives and policies;
- strong organisational skills, including the ability to manage competing priorities, and deliver results within tight deadlines;
- ability to operate effectively in a politically sensitive and rapidly evolving environment;
- a collaborative, team-player mindset.

Furthermore:

- experience in working with or within other EU institutions, bodies or agencies;
- experience of dealing with defence issues, from either a national (MFA or MoD) or EU perspective;
- experience in working on industrial issues, either in public or private sector;
- experience in stakeholder engagement and inter-institutional coordination

would be considered assets.

TYPE AND DURATION OF CONTRACT FOR NEW TEMPORARY AGENTS

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

In case no suitable candidate is found among the EU officials or members of national diplomatic services who applied for this post and if, subsequently, after taking into consideration the expressions of interests of members of other national administrations, the AACC found a suitable profile among them, the latter would be offered a contract of temporary agent under Article 2(b) of the CEOS. Such contracts may not exceed 4 years in duration and can be renewed only once for a 2-year period, in accordance with Article 8, second indent, of the CEOS.

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

CONDITIONS OF RECRUITMENT AND EMPLOYMENT

CONFLICT OF INTEREST AND SECURITY RISKS

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

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

MEDICAL CLEARANCE

If the successful candidate is not an EU official or a temporary agent currently employed in the EEAS, he/she will be required to undergo a medical examination to ensure that he/she is physically fit to perform the duties.

PERSONNEL SECURITY CLEARANCE

The requested level of security clearance for this post is: SECRET UE/EU SECRET. A description of the EU classified information levels is available under Article 2 of Annex A of the Decision ADMIN(2023) 18 on the security rules of the EEAS[8].

The selected candidate should hold, or be in the position to obtain, a valid Personnel Security Clearance (hereafter, the "PSC")[9] issued by the competent authority of the Member State concerned.

Candidates who do not already have a valid PSC will be required to go through the security clearance vetting procedure of their Member State to obtain this clearance in accordance with national laws and regulations and with the procedure laid down in the Decision ADMIN(2019)7 on Security Clearance Requirements and Procedures for the EEAS of 08 March 2019 and in Annex A I of the Decision ADMIN(2023) 18 on the security rules of the EEAS. Until the PSC is issued by the competent authority of the Member State concerned, the selected candidate will not be authorised to access EUCI at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or above, or to participate in any meetings or workflow where EUCI is processed.

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

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8 OJ C 263, 26 July 2023, p.16.

9 The 'Personnel Security Clearance' is defined under point 2 of Annex A I of the Decision ADMIN(2023) 18 on the security rules of the EEAS as "a statement by a competent authority of a Member State which is made following completion of a security investigation conducted by the competent authorities of a Member State and which certifies that an individual may, provided his 'need-to-know' has been determined, be granted access to EUCI up to a specified level (CONFIDENTIEL UE/EU CONFIDENTIAL or above) until a specified date; the individual thus described is said to be 'security cleared'."

In case of failure to obtain or renew the required PSC, the AACC may take the appropriate measures in accordance with Article 3(3) of the Decision ADMIN(2019) 7 on Security Clearance Requirements and Procedures for the EEAS of 08 March 2019.

EQUAL OPPORTUNITIES

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

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

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

APPLICATION AND SELECTION PROCEDURE[10]

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

1. Application

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

Candidates must apply through the online system:

https://eapplication.eeas.europa.eu

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

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

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

Candidates from the Member States will, in addition, have to upload a copy of their passport/ID and the certificate issued (within the past 6 months) by the MFA of their Member State of origin.

Only one application shall be submitted by candidate.

The closing date for the submission of applications is **28 October 2026 at 12:00** (CET - Brussels' time). Please note that the only way to submit an application is using the online system.

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

Late or incomplete applications will not be accepted.

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

2. Pre-selection

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

3. Selection

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

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

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

CONTACT:

Rory DOMM, Head of Division
☎ +32 2584-3326
Email: rory.domm@eeas.europa.eu

ANNEX I

CERTIFICATE OF ADMINISTRATIVE STATUS, ENDORSEMENT AND REINSTATEMENT[1]

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[2] of *insert Member State* and is in active service on the date of signature of the present certificate.

The Ministry of Foreign Affairs[3] 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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[1] To be completed and certified by the competent authority of the national diplomatic service.

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

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

ANNEX II

CERTIFICATE OF ADMINISTRATIVE STATUS, ENDORSEMENT AND REINSTATEMENT[1]

Technical support staff at AD level
(Article 98(1), second 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 following national administration : *Click or tap here to enter text.* of *insert Member State* and is in active service on the date of signature of the present certificate.

The Ministry of Foreign Affairs[2]*Click or tap here to enter text.* of *Click or tap here to enter text.* endorses the application of Mr/Ms *Click or tap here to enter text.* for the above post(s).

Mr/Ms *Click or tap here to enter text.* has a guarantee of immediate reinstatement in active service within his/her administration of origin at the end of his/her period of service to the EEAS.

[1] To be completed and certified by the competent authority of the national diplomatic service.
[2] Notwithstanding national terminology that may vary from one Member State to another.

ANNEX III

DECLARATION OF POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY CANDIDATES

Article 11(3) of the Staff Regulations of Officials of the European Union (SR):
"*Before recruiting an official, the Appointing Authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest. In such cases, the Appointing Authority shall take this into account in a duly reasoned opinion. If necessary, the Appointing Authority shall take measures referred to in Article 11a(2)".*

Article 11a(2) of the SR:
"*Any official to whom it falls, in the performance of his duties, to deal with a matter referred to above shall immediately inform the Appointing Authority. The Appointing Authority shall take any appropriate measure, and may in particular relieve the official from responsibility in this matter*".

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

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

Title/First Name/Last Name: ……

Candidate status: ☐ Official of the Institutions of the EU ☐ Current EEAS/EC Temporary Agent ☐ Current EEAS/EC Contract Agent	☐ Candidate from a Member State ☐ EPSO/Internal competition laureate: Competition no.: ☐ External
Current and former EU nationality/nationalities:	
Current and former non-EU nationality/nationalities:	
Current employer:	

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

Position applied for: ……

Job number: ……

Division: ……

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

YES ☐ NO ☐

If yes, please detail:

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

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

Date and signature:

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

Electronically signed on 06/10/2026 14:58 (UTC+02) in accordance with Article 11 of Commission Decision (EU) 2021/2121

EUROPEAN EXTERNAL ACTION SERVICE



DG Resource Management
The Director-General

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

To Permanent Representatives of the
Member States of the European Union

Your Excellencies,

I am pleased to inform you that we are looking for one "cost-free" national expert (SNE) for secondment to the Division DSG-DEF.MD-CIVOPSHQ.1, pursuant to the Decision Admin(2026) 18 of the High Representative of 20 July 2026 establishing the rules applicable to Seconded National Experts (SNEs)[1].

I would be obliged if you could forward the enclosed profile to the relevant national Authorities in order to generate suitable applications.

Candidates are invited to submit **annexes I and II to the vacancy notice** (duly filled and signed), together with their **curriculum vitae and motivation letter** in English or in French, in PDF format. The European curriculum vitae template can be found at the following internet address: http://europass.cedefop.europa.eu/en/documents/curriculum-vitae.

Only applications received in the above-mentioned format **by 3 November 2026** (18h00, Brussels time) will be considered for this call for applications.

Permanent Representations are kindly requested to send applications to the EEAS.RM.BHR.3 Division, "Selection and Recruitment" at the following email address: SNE-CSDP@eeas.europa.eu

Applications will be examined by my services, which will organise the interviews shortly after the deadline.

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

[1] Decision of the High Representative of the Union for Foreign Affairs and Security Policy on the rules applicable to National Experts seconded to the European External Action Service - ADMIN(2026) 18 of 20 July 2026.

Please note that the EEAS implements data protection rules according to Regulation (EU) 2018/1725[2] of the European Parliament and of the Council. Consequently, please be informed that applicants' personal data will be circulated within EEAS services, for selection and management secondment procedures.

I would like to take this opportunity to thank you very much for your cooperation.

Yours sincerely,

[e-signed]
Elsa FENET

Acting DG RM

Enc.: - Decision Admin(2026) 18 of the High Representative of 20 July 2026
- Vacancy Notice

Cc: S. Tomat, Managing Director MD-CIVOPSHQ

[2] 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/E.

Electronically signed on 06/10/2026 16:46 (UTC+02) in accordance with Article 11 of Commission Decision (EU) 2021/2121

Vacancy Notice
Seconded National Expert

Policy Officer - Environmental Expert
Managing Directorate, Civilian Operations Headquarters, Division DSG-DEF.MD-CIVOPSHQ.1

AD level post – cost-free

Job no. 471397

WE ARE:

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

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

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

WE PROPOSE:

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

HQ.1 division (Horizontal Topics and Concepts) translates EU policy priorities and commitments into coherent and operationally relevant concepts and supports their effective and consistent implementation

in the field. The “Mission Strategies” section contributes to the implementation of formal commitments under the EU crisis management policy framework, including the Strategic Compass and the Civilian CSDP Compact. It supports the translation of these commitments into mission-level planning and implementation, monitors and reports on progress, and leads CivOpsHQ’s work on knowledge management, partnerships and training. The “Operational Concepts” section provides thematic expertise to support the implementation of civilian CSDP mission mandates in line with EU policy frameworks. It covers, inter alia, Security Sector Reform, the Rule of Law, Human Rights, Gender Equality, Cultural Heritage Protection, and the Environment, Climate and Security nexus. It contributes to the development, operationalisation and updating of relevant concepts and guidance. The Division coordinates CivOpsHQ’ contributions to broader EU external action and crisis management efforts. It serves as the main entry point within the Civilian Operations Headquarters for engagement with third States, international and regional organisations, and is responsible for EU inter-institutional issues.

The post of a cost-free Seconded National Expert (SNE) in the CivOpsHQ.1. The successful candidate will join the ‘Operational Concepts’ Sector of the division.

Environmental security and climate change risks are playing an increasing role in CFSP and CSDP, in accordance with EU commitments and guidance. Environmental considerations in the framework of civilian CSDP cover to date the following aims:

1. Advise and support the capacity of host countries in the response to environment and climate-related security threats, in line with missions’ respective mandates, including in areas such as environmental crime, environmental degradation as a conflict multiplier, confidence-building, maritime security, and the optimisation of energy solutions in infrastructure projects for partners.
2. Ensure enhanced situational awareness regarding environmental considerations, including climate-related risks, threats and opportunities.
3. Contribute to awareness-raising, including facilitation, advising and mentoring of mission staff to integrate environment, including climate, considerations into all work strands of the missions.
4. Continuously improve the environmental performance of the missions, which include monitoring of the environmental footprint of the missions and coordinating an environmental management structure, addressing all mission sectors.
5. Strengthen the Duty of Care through applied environmental health and security considerations.
6. Supporting an EU “good office” and good partnership approach contributing towards the EU environmental commitments and EU Climate Diplomacy through the EU Integrated Approach on environmental, including climate, considerations.

Functions and Duties

Under the authority of the Head of the Division, the Seconded National Expert/Environmental Expert shall adhere to all areas above, which cover both external and internal dimensions of mission tasks, and is expected to focus on and perform the following tasks:

- Contribute to policy and conceptual development for civilian CSDP, taking into account related policies and legislation of the External Action Services.
- Analyse environmental security threats to human security, safety and stability that shape the contextual environment of civilian CSDP.
- Support and advise on the implementation of environmental and climate change guidance throughout the planning, conduct and day-to-day operations of civilian CSDP missions.
- Help identify, manage and address environmental risks and opportunities related to Mission activities throughout the Mission programme cycle of existing missions.
- Advice and support environmentally sound management, including continuously improved performance and environmental review of missions (mission environmental footprint).
- Collaborate closely with all CivOpsHQ divisions, in particular the Mission support division, and promote resource optimisation, green procurement, sustainable logistics and infrastructure.

- Support the CivOpsHQ Duty of Care section on environmental health risks facing mission members, including supporting the development of guidelines on environmental health.
- Coordinate the Mission Environmental Focal Points Network, including organising annual meetings jointly with the EU Military Staff and the Military Planning and Conduct Capability.
- Liaise with relevant EEAS and Commission services, and act as the focal point for all environmental issues regarding civilian CSDP missions.
- Prepare for and participate in discussions of the Council working groups concerned within the above-mentioned areas, especially the Committee for Civilian Aspects of Crisis Management, the RELEX, the EUMC, the Political and Security Committee.
- Provide briefing materials and lectures, and develop course content, as needed within the area of competence and in dialogue with the European Security and Defence College.
- Take part in the selection of mission staffs responsible for environmental tasks.
- Liaise where required within the area of competence with other EU bodies, especially EU military missions and operations, as well as UN structures, NATO and other stakeholders in Brussels as well as in the Mission areas, with a view to share lessons, best practices and identify possible synergies. Liaise with relevant academic institutions and think tanks to maintain an up-to-date knowledge system for the perusal of missions, and particularly to the Environmental Advisors in missions.

Allowances and financial coverage

Cost-free Seconded National Experts (hereinafter "SNEs") shall be entitled to:

- reimbursement of mission expenses incurred during the secondment;
- accident insurance policy[1], however accident coverage is not extended to family members.
- where applicable[2], standby duty allowance or shiftwork allowance.

Start date and duration of secondment

The start date of the secondment shall be the first day of service at the place of secondment.

The initial period of secondment may not exceed two years and may be extended successively up to a period not exceeding four years in total. At the request of the relevant Managing Director or equivalent, the Director responsible for Human Resources may authorise, in exceptional cases and in the interest of the service, one or more extensions of the secondment for a maximum of two years at the end of the four-year period. The total duration of the secondment shall in no case exceed six years.

Position available from **01/01/2027**

Place of secondment

Brussels, Belgium

LEGAL BASIS:

This vacancy is to be filled in accordance with the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 20/07/2026 on the rules applicable to National Experts seconded to the European External Action Service – ADMIN(2026) 18.

WE ARE LOOKING FOR:

[1] European Union and Institutions FWC PMO/2021/OP/0004.
[2] Article 12(4) of the EEAS SNE Decision (Decision ADMIN(2026) 18 of 20/07/2026).

Eligibility criteria

Candidates must:

a) Have the nationality of an EU Member State, unless a derogation is granted by the Director-General for Resource Management for duly justified reasons in the interest of the service. Such a derogation may only be granted for SNEs assigned to posts in Brussels;

b) Be drawn from Member States' public administrations. In exceptional cases, and with prior authorisation by the Director General for Resource Management, the EEAS may agree to the secondment of national experts from non-EU States' public administrations, non-profit organisations (such as research centres or think tanks) or from international organisations;

c) Be in the active service of the employer on a permanent or contract basis;

d) Have a level of education which corresponds to completed university studies of at least three years attested by a diploma, or where justified in the interest of the service, professional training of an equivalent level;

e) Have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function group AD as defined in the Staff Regulations of Officials of the European Union (hereinafter the "Staff Regulations");

f) Have the capacity to work in the languages of the CFSP and external relations (English and French) at a level necessary for the performance of their duties;

g) Have a security clearance issued by the national security authority of an EU Member State that is equivalent at least to the EU classified information level required for the published post[3], notwithstanding the authorised delayed submission of such security clearance as per Article 6(3) of Decision ADMIN(2025) 42 of the Secretary-General of the European External Action Service of 20 November 2025[4];

h) Not have been seconded to the EEAS during a period of two years preceding the application for the post. When the former secondment lasted less than six years, a new secondment, which does not exceed the unexpired part of the total six-year period, may exceptionally be accepted less than two years after the end of the prior secondment.

Selection criteria:

A. Professional knowledge

- Have a university degree that is relevant for the post, preferably in the fields of Environmental Science, Natural Resources, Sustainable Development, Biology, Engineering or Environmental Health, or equivalent professional education;
- Have proven, well-documented professional experience in one or more of the following fields: environmental protection/management; law enforcement and environmental crime; environmental and climate security; humanitarian assistance and/or disaster management; disaster risk reduction; and/or environmental health, ideally also from international assignments;

[3] Ref. Appendix B 'Equivalent of Security Classification' to the Council Decision of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU) (OJ L 274, 15.10.2013, p. 1). A description of the EU classified information levels is also available under 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, and in Annex A I of 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 of the EEAS (OJ C 263, 26 July 2023, p.16).

[4] 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.

- Experience of practical measures within relevant technical fields of work e.g. sustainable procurement, waste management, including hazardous substances, energy and resource optimisation, wastewater management, climate change adaption and mitigation, etc.
- Knowledge and experience of relevant tools, guidelines and standards such as Environmental Management Systems, Environmental Impact Assessment (EIA), Environment Marker (EM) and Greenhouse Gas Emissions (GHG) calculations.
- Ability to integrate environmental considerations in all phases of a civilian CSDP mission; from planning and start-up, to implementation, monitoring, follow-up and closure.
- Ability to apply an interdisciplinary, socio-ecological approach to conflict analysis and human security.
- Have a good understanding of the role of the EEAS as a diplomatic actor as well as a good understanding of the main objectives, principles and decision-making processes of the EU's Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP);
- Past experience within an EU CSDP mission would be an asset;

B. Skills required

- Have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement;
- Have good organisational skills, the ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- Have excellent drafting and communication skills;
- Have excellent negotiating skills in a multinational environment;
- Have the ability to work professionally as a member of the division, in mixed-composition task forces and working groups, in an interesting but challenging environment;
- Good computer skills are essential, notably in word processing, spreadsheets, presentations software, Internet / Intranet and email systems. Knowledge of other IT tools would be an asset.

C. Languages

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

D. Personal Qualities

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

CONDITIONS OF SECONDMENT:

Conflict of interest

The EEAS shall examine whether candidates have any actual or potential conflict of interest or personal interest such as to impair their independence. To that end, candidates shall inform the EEAS of any actual or potential conflict of interest, taking also into account their professional situation and their family circumstances, in particular their own or their family's professional activities or financial interests. In this context, all candidates shall fill with their application a declaration of potential conflict of interest (Annex I).

As a matter of policy, applications by individuals who have dual nationality of which one of a non-EU country, will be considered on a case-by-case basis taking account in particular of the functions attributed to the vacant post.

Personnel Security Clearance (PSC)

The requested level of security clearance for this post is: EU SECRET/ SECRET UE. A description of the EU classified information levels is available under Article 2 of Annex A of the Decision ADMIN(2023) 18 on the security rules of the EEAS[5].

The selected candidate should hold a valid PSC issued by the national security authority of an EU Member State that is equivalent at least to the level indicated in the preceding paragraph, for the duration of the secondment to the EEAS.

Accordingly, all candidates shall fill with their application a declaration of possession of a PSC at the appropriate level (Annex II).

In exceptional cases, for reasons duly justified by the seconding authority and after approval by the EEAS Security Authority, the required PSC issued by the national security authority of an EU Member State may be submitted no later than 6 months after the start date of the secondment[6].

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

School fees

Costs related to nurseries and after-school centres managed by the early childhood centre of the European Commission or by any other EU institution, as well as transportation costs to school, shall not be covered by the EEAS. Schooling costs related to the enrolment in a European School Type I shall be covered by the EEAS in compliance with the Convention defining the Statute of the European Schools of 21 June 1994[7]. For further information, please contact RM-01-COORDINATION@eeas.europa.eu.

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 Staff Regulations. 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

[5] OJ C 263, 26 July 2023, p.16.

[6] During such a period, specific measures shall be taken, including but not limited to those described in Article 7 of 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. Until the PSC is issued by the competent authority of the Member State concerned, the selected candidate will not be authorised to access EUCI at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or above, or to participate in any meetings or workflow where EUCI is processed.

[7] Convention defining the statute of the European schools (OJ L 212, 17.8.1994, p. 3–14).

geographical basis among the EU Member States.

The EEAS is committed to working with people with disabilities in the terms of the Staff Regulations. 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 SNE-CSDP@eeas.europa.eu. Your request will be treated in strict confidence and no record will be kept. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Article 1(d)(4) of the Staff Regulations.

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.

For queries related to the functions and duties please refer to:
Loic Lallemand Zeller Head of Division, +32 2 584 83 47 loic.lallemand-zeller@eeas.europa.eu

For administrative queries related to the selection process, please refer to:
SNE-CSDP@eeas.europa.eu

ANNEX I

DECLARATION OF POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY CANDIDATES

The Decision HR(2026) 18 of the High Representative of the Union for Foreign Affairs and Security Policy of 20 July 2026 establishing the rules applicable to National Experts seconded to the EEAS (hereinafter, the 'EEAS SNE Decision') states:

- in Article 2(3): "*The EEAS shall examine whether candidates have any actual or potential conflict of interest or personal interest such as to impair their independence. To that end, candidates, using a dedicated form, shall inform the EEAS of any actual or potential conflict of interest, taking also into account their professional situation and their family circumstances, in particular their own or their family's professional activities or financial interests. On the basis of the assessment conducted, the EEAS may decide not to proceed with the secondment".*

- in Article 8(1)(c): "*During the secondment, the SNE shall immediately inform their line manager if, in the performance of their duties, they become aware of an actual or potential conflict of interest, or are called upon to give a decision on the handling or the outcome of a matter in which, directly or indirectly, they have a personal interest such as to impair their independence, and, in particular, family's professional activities or financial interests".*

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

Title/First Name/Last Name: ……

Position applied for: ……

Job number: ……

Division: ……..

Candidate status: □ Candidate from a Member State □ Candidate from a non-EU country □ Candidate from an international organisation □ Candidate from a non-profit organisation	
Current and former EU/non-EU nationality(ies):	
Current employer:	

Spouse/partner's EU/non-EU nationality(ies:	
Spouse/partner's professional activities:	
Dependents' nationality(ies):	

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

YES ☐ NO ☐

If yes, please detail:

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

I understand that any infringement of the above requirements under the EEAS SNE Decision may lead to the withdrawal of a secondment offer or the termination of the secondment.

Date and signature:

PLEASE FILL IN, PRINT, SIGN AND SCAN

To be returned <u>with the application</u>

ANNEX II

DECLARATION OF POSSESSION OF A PERSONNEL SECURITY CLEARANCE (PSC)

Pursuant to point 19 of Annex A I to the EEAS Security Rules[8] and Article 6(1) of the Decision ADMIN(2025) 42 of the Secretary-General of the European External Action Service of 20 November 2025[9], national experts seconded to the EEAS for a position listed under Article 3(1) and (2) of Decision ADMIN(2025) 42 shall have a valid PSC for access to EUCI in the EEAS prior to taking up their assignment.

I, Mr/Ms _____, hereby declare to be in possession, for the duration of my secondment to the EEAS, of a valid PSC issued by the national security authority of an EU Member State that is equivalent at least to the EU level requested for the published post.

YES ☐ NO ☐

If no, please detail:

I hereby certify that the information provided in this form is correct and complete. I understand that any infringement of the above requirements under the EEAS SNE Decision may lead to the withdrawal of a secondment offer or the termination of the secondment. Date and signature:

PLEASE FILL IN, PRINT, SIGN AND SCAN

To be returned with the application

[8] 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 European External Action Service.

[9] 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.

External Publication

Vacancy Notice 2026/184 HQ (AD) Open Source Intelligence Analyst in the Support/Open Sources research Division (INTCEN.2)

Type of post "Administrator"

Job no. 369453

Eligibility grade for EU officials and current temporary agents under Article 2(e) of the CEOS: AD 5 – AD 12 / Grade of recruitment for candidates from the Member States[1]: AD 7

WE ARE

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

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

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

The EU Intelligence and Situation Centre (EU INTCEN) is the exclusive civilian intelligence centre of the EU, providing in-depth analysis for decision makers in all EU Institutions. As such, EU INTCEN is a directorate of the EEAS that is directly attached to the High Representative of the Union for Foreign Affairs and Security Policy and Vice-President of the European Commission. It comprises an Intelligence Analysis Division (INTCEN.1) and a Support/Open Source Research Division (INTCEN.2).

EU INTCEN also offers its services to the various EU decision-making bodies in the fields of the EU Common Foreign and Security Policy (CFSP), Common Security Defence policy (CSDP) and Counter Terrorism, as well as to the Member States. Under the Single Intelligence Analysis Capacity (SIAC) agreement, it works hand in hand with its military counterpart, the EUMS INT, in order to deliver joint civilian and military intelligence assessments.

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[1] Candidates from the Member States are candidates from the national diplomatic services, in line with Article 98(1), first subparagraph of the Staff Regulations.

The Support/Open Sources Research Division supports the Intelligence Analysis Division of EU INTCEN and EUMS Int by providing open source intelligence from monitoring, collecting and assessing open source information, political and diplomatic reporting, using advanced research and analytical tools and services. Doing so, INTCEN 2 complements and broadens the material and analytical basis for the Intelligence output of INTCEN and EUMS Int.

WE PROPOSE

The post of Open source intelligence analyst.

Under the authority of the Head of Division, the Open Source intelligence Analysist will:

- collect, research, monitor and analyse open source information including from social media, as well as political and diplomatic reporting;
- analyse open information sources;
- draft open source intelligence reports on selected topics and/or countries and regions in order to provide input to intelligence-based reports;
- produce open source information research in support of customers within the Single Intelligence Analysis Capacity (SIAC) of the EEAS.

This position is classified as an "Administrator" type of post[2] in the grade bracket AD 5 – AD 12.

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

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

Candidates who, at the time of their application, are temporary agents under Article 2(e) of the CEOS currently employed in the EEAS should be in a position to serve during the full duration of the assignment of the post, which is in principle four years, within the limits provided for by Article 50(b)(2) of the CEOS[3].

PLACE and DATE OF EMPLOYMENT

EEAS Headquarters, Brussels, Belgium

Post available: 01/01/2027

LEGAL BASIS FOR RECRUITMENT TO THIS POSITION

The successful candidate for this position will be:

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

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

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

– recruited in accordance with Article 29(1)(c) of the SR (competition laureates) if it was not possible to fill the vacant post through any of the previous possibilities mentioned.

WE LOOK FOR

Eligibility Criteria[4]

- General

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

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

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

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

1. EU officials or temporary staff to whom Article 2(e) of the CEOS applies must occupy a post in the grade bracket AD 5 – AD 12, or have occupied such a post before their change in administrative status in accordance with Article 35 of the SR, or occupy an AST post and be on the list drawn up according to Article 45(a)(c) of the SR (certification list).

2. Due to the need to ensure sound financial management of the limited financial resources and given the fact that the assignment of a staff member to a Delegation has important budgetary and business continuity implications, candidates currently serving in a Delegation will be eligible only if the deadline for applications is less than six months from the end of their current posting. Other applications may only be considered in the interest of the service.

3. Due to the need to ensure business continuity, applications from candidates who have less than two years in their current post in Headquarters at the date of their application are not eligible. Their application may only be considered in the interest of the service.

4. Candidates who, at the time of the application, are EU officials, independently of their administrative status under Article 35 of the SR, cannot request to be recruited as temporary agents. In the case of applications from EU officials on leave for personal grounds, successful candidates will be reinstated into active employment within the meaning of Article 35(a) of the SR.

5. Candidates who, at the time of the application, are temporary agents to whom Article 2(e) of the CEOS applies must be in a position to serve the full duration of the assignment before reaching the age of retirement foreseen under Article 52(a) of the SR, applicable to temporary agents by virtue of Article 47(a) of the CEOS.

6. Candidates who, at the time of the application, are temporary agents to whom Article 2(e) of the CEOS applies, must provide a **new certificate** issued by their

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

Ministry of Foreign Affairs[5] (hereafter, the "MFA") containing the same elements as requested for candidates from the national diplomatic services of the Member States (see specific eligibility criteria for candidates from the national diplomatic services of the Member States).

7. Candidates who, at the time of their application, are temporary agents to whom Article 2(e) of the CEOS applies, must also fulfil the general eligibility criteria, as well as the specific eligibility criteria for candidates from the Member States.

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

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

1. Possess a level of education:
    a. which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more; OR
    b. which corresponds to completed university studies attested by a diploma and relevant professional experience of at least one year when the normal period of university education is at least three years[6].

2. Have gained at least **6 years' full time professional experience**. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience.

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

3. The candidates shall provide a certificate issued by the national diplomatic service/MFA of their Member State of origin[7], which contains at least the following elements:
    - the post for which the candidate applies;
    - confirmation that the candidate is a staff member in active service in their national diplomatic service at the time of the application, either as a government official/civil servant or under a permanent employment relationship with the MFA; or that they have the same status/employment relationship at another national administration of their Member State and are on formal secondment to their MFA or an entity placed under the authority of the MFA such as an embassy, a permanent representation or a mission of the Member State accredited to an international organisation;
    - endorsement by the MFA of their application for the post;
    - a guarantee of immediate reinstatement at the end of their period of service with the EEAS, as required under Article 50(b)(2) of the CEOS.

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

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

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

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

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

[7] See corresponding certificate annexed to the present vacancy notice

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

Selection Criteria:

Candidates should have:

- have strong capacity to analyse and structure information and excellent drafting skills combined with sound judgement;
- have an excellent knowledge of internet, social media and IT tools and be able to carry out research using those tools
- have a strong sense of organisation and experience in collecting and analysing information
- have knowledge and/or experience of global security threats and issues, and of external relations;
- have the ability to communicate clearly on complex issues and the capacity to perform with accuracy and in a flexible manner a diversity of tasks in a complex institutional environment;
- be a flexible team player.
- have the ability to work both independently and in a team, under pressure and tight deadlines and respond to changes in a potentially rapidly evolving environment

Furthermore:

- experience of working in a team in multi-disciplinary and multi-cultural environment;

- experience of working in Open Source Intelligence (including social media);

- experience in using tools related to Open Source Intelligence;

- Active and/or passive knowledge of Russian language;

- Knowledge and experience in artificial intelligence issues and challenges;

would be considered as assets.

TYPE AND DURATION OF CONTRACT FOR NEW TEMPORARY AGENTS

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

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

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

CONDITIONS OF RECRUITMENT AND EMPLOYMENT

CONFLICT OF INTEREST AND SECURITY RISKS

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

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

MEDICAL CLEARANCE

If the successful candidate is not an EU official or a temporary agent currently employed in the EEAS, he/she will be required to undergo a medical examination to ensure that he/she is physically fit to perform the duties.

PERSONNEL SECURITY CLEARANCE

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

Given the specific role of the INTCEN and the sensitive nature of the tasks pertaining to the offered position which requires candidates to have already gained an experience in handling EUCI documents, a valid Personnel Security Clearance (hereafter, the "PSC")[10] issued by the competent authority of their Member State in accordance with national laws and regulations is mandatory at the moment of application in order to enter the selection process.

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

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

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

EQUAL OPPORTUNITIES

The EEAS strives to be a dynamic, respectful and inclusive Service. We value the talent and professional excellence of our staff, and are committed to building an organisation where gender equality and the respect of diversity are core values, as set out in the EEAS

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[9] OJ C 263, 26 July 2023, p.16.

[10] The 'Personnel Security Clearance' is defined under point 2 of Annex A I of the Decision ADMIN(2023) 18 on the security rules of the EEAS as "a statement by a competent authority of a Member State which is made following completion of a security investigation conducted by the competent authorities of a Member State and which certifies that an individual may, provided his 'need-to-know' has been determined, be granted access to EUCI up to a specified level (CONFIDENTIEL UE/EU CONFIDENTIAL or above) until a specified date; the individual thus described is said to be 'security cleared'."

Mission Statement and the EEAS Agenda for Diversity and Inclusion. The EEAS is committed to achieving gender balance within its workforce and strives to avoid any form of discrimination during this selection procedure, as per Article 1(d) of the SR. We actively welcome applications from all qualified candidates without any discrimination based on any ground. We commit to recruit candidates with the highest standard of ability, efficiency and integrity, carrying out a selection based on merits required for the post and from the broadest possible geographical basis among the EU Member States.

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

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

APPLICATION AND SELECTION PROCEDURE[11]

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

1. Application

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

Candidates must apply through the online system:

https://eapplication.eeas.europa.eu

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

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

Candidates from the Member States will, in addition, have to upload a copy of their passport/ID and the certificate issued (within the past 6 months) by the MFA of their Member State of origin.

The closing date for the submission of applications is **28 October 2026 at 12:00** (CET - Brussels' time). Please note that the only way to submit an application is using the online system.

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

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

Late or incomplete applications will not be accepted.

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

2. Pre-selection

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

3. Selection

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

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

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

CONTACT:

Renee Iltis
HR coordinator Intcen
☎ +32 2584-7707
Email: renee.iltis@eeas.europa.eu

ANNEX I

CERTIFICATE OF ADMINISTRATIVE STATUS, ENDORSEMENT AND REINSTATEMENT[1]

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[2] of *insert Member State* and is in active service on the date of signature of the present certificate.

The Ministry of Foreign Affairs[3] 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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1 To be completed and certified by the competent authority of the national diplomatic service.

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

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

ANNEX II

DECLARATION OF POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY CANDIDATES

Article 11(3) of the Staff Regulations of Officials of the European Union (SR):
"*Before recruiting an official, the Appointing Authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest. In such cases, the Appointing Authority shall take this into account in a duly reasoned opinion. If necessary, the Appointing Authority shall take measures referred to in Article 11a(2)".*

Article 11a(2) of the SR:
"*Any official to whom it falls, in the performance of his duties, to deal with a matter referred to above shall immediately inform the Appointing Authority. The Appointing Authority shall take any appropriate measure, and may in particular relieve the official from responsibility in this matter*".

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

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

Title/First Name/Last Name:……

Candidate status: ☐ Official of the Institutions of the EU ☐ Candidate from a Member State ☐ Current EEAS/EC Temporary Agent ☐ EPSO laureate ☐ Current EEAS/EC Contract Agent	
Current and former EU nationality/nationalities:	
Current and former non-EU nationality/nationalities:	
Current employer:	
Spouse/partner's EU nationality/nationalities:	

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

Position applied for: ……

Job number: ……

Directorate/Division: ……

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

YES ☐ NO ☐

If yes, please detail:

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

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

Date and signature:

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

Electronically signed on 06/10/2026 14:58 (UTC+02) in accordance with Article 11 of Commission Decision (EU) 2021/2121

EUROPEAN EXTERNAL ACTION SERVICE



DG Resource Management
The Director-General

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

To Permanent Representatives of the
Member States of the European Union

Your Excellencies,

I am pleased to inform you that we are looking for one "cost-free" national expert (SNE) for secondment to the EU Delegation to Egypt, pursuant to the Decision ADMIN(2026) 18 of the High Representative of 20 July 2026 establishing the rules applicable to Seconded National Experts (SNEs)[1].

I would be obliged if you could forward the enclosed profiles to the relevant national Authorities in order to generate suitable applications.

Candidates are invited to submit **annexes I and II to the vacancy notice** (duly filled and signed), together with their **curriculum vitae and motivation letter** in English or in French, in PDF format. The European curriculum vitae template can be found at the following internet address: http://europass.cedefop.europa.eu/en/documents/curriculum-vitae.

Only applications received in the above-mentioned format **by 13.11.2026** (18h00, Brussels time) will be considered for this call for applications.

Permanent Representations are kindly requested to send applications to the EEAS.RM.BHR.3 Division, "Selection and Recruitment" at the following email address: SNE-Delegations@eeas.europa.eu

Applications will be examined by my services, which will organise the interviews shortly after the deadline.

Please note that the possession of a personnel security clearance **(EU SECRET)** is a prerequisite for this post.

[1] Decision of the High Representative of the Union for Foreign Affairs and Security Policy on the rules applicable to National Experts seconded to the European External Action Service - ADMIN(2026) 18 of 20 July 2026.

Please note that the EEAS implements data protection rules according to Regulation (EU) 2018/1725[2] of the European Parliament and of the Council. Consequently, please be informed that applicants' personal data will be circulated within EEAS services, for selection and management secondment procedures.

I would like to take this opportunity to thank you very much for your cooperation.

Yours sincerely,

[e-signed]
Elsa FENET

Acting DG RM

Enc.: - Decision ADMIN(2026) 18 of the High Representative of 20 July 2026
- Vacancy Notice

Cc: A. Eichhorst, Head of Delegation, Egypt
A. Schouw, Deputy Head of Delegation, Egypt
S. Robles Monsalve, Head of PPI Section, Delegation Egypt
C. Steinbach, Head of Division, POL.MENA.3
A. Gatto, Deputy Head of Division, POLMENA.3
M. Rusch, Head of Administration, Delegation Egypt
C. Osti, Head of Sector, BHR.3

[2] 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/E.

Electronically signed on 07/10/2026 10:27 (UTC+02) in accordance with Article 11 of Commission Decision (EU) 2021/2121

Vacancy Notice
Seconded National Expert

Policy Officer for Human Rights
Delegation of the European Union to Egypt

AD level post – cost-free

Job no. 226219

WE ARE:

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

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

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

WE PROPOSE:

Functions and Duties

- To follow developments in the human rights, rule of law, governance and judicial area and support EU strategies and policy advice on the aforementioned matters.
- To analyse and to report on domestic developments, in particular in the area of human rights, encompassing civil, political, economic, social and cultural rights in the host country.
- To provide regular and timely reporting to the Head of Delegation, Political Section and EEAS Headquarters on the above-mentioned topics including contribution to ad-hoc reports, weekly reports, bi-monthly reports, early warnings, specific requests, info flashes, "think pieces", etc.

- To ensure information sharing, exchange and coordination with Member States' embassies in Cairo on the above-mentioned issues, including by preparing, organising and conducting regular coordination meetings with EU MS.
- To support the identification, formulation and implementation of relevant EU Strategies to further the human rights-based approach to development and rule of law in Egypt.
- When requested, to serve as a liaison officer for relevant Commission services and EU Agencies to advice on promotion on human rights, including for migrants and refugees
- To develop and maintain a network with relevant actors including in the country, such as national administration, Member States' embassies and cooperation agencies, other bilateral partners, UN agencies, the League of Arab States and local civil society.
- Analysis & advice: contribute to preparing briefings and/or organise visits; advise on how to enhance coherence of EU approach, also through direct support to Human Rights Defenders as well as other relevant aspects EU's cooperation with Egypt.
- To undertake any other tasks that may be required by the EEAS, such as contributing to EU coordination meetings and representing the EU in relevant meetings in the country.
- Presentation, information and communication: Where mandated to do so and under the EU Delegation's supervision, contribute to convey EU policies for the advancement of human rights in Egypt, particularly non-governmental organisations, politicians, business and academics.

Financial coverage

Seconded National Experts (hereafter, "SNEs") shall be entitled to:

- reimbursement of mission expenses incurred during the secondment;
- accident insurance policy[1], however accident coverage is not extended to family members.

Start date and duration of secondment

The start date of the secondment shall be the first day of service at the place of secondment.

The initial period of secondment may not exceed two years and may be extended successively up to a period not exceeding four years in total. At the request of the relevant Managing Director or equivalent, the Director responsible for Human Resources may authorise, in exceptional cases and in the interest of the service, one or more extensions of the secondment for a maximum of two years at the end of the four-year period. The total duration of the secondment shall in no case exceed six years.

Position indicatively available from 01.09.2026

Place of secondment

Cairo, Egypt

LEGAL BASIS:

This vacancy is to be filled in accordance with the EEAS Decision of the High Representative of the Union for Foreign Affairs and Security Policy Decision HR DEC(2026) 18 of 20 July

[1] European Union and Institutions FWC PMO/2021/OP/0004.

2026 establishing the rules applicable to National Experts seconded to the European External Action Service.

WE ARE LOOKING FOR:

Eligibility criteria:

Candidates must:

a) Have the nationality of an EU Member State;

b) Be drawn from Member States' public administrations. In exceptional cases, and with prior authorisation by the Director General for Resource Management, the EEAS may agree to the secondment of national experts from non-EU States' public administrations, non-profit organisations (such as research centres or think tanks) or from international organisations;

c) Be in the active service of the employer on a permanent or contract basis;

d) Have a level of education which corresponds to completed university studies of at least three years attested by a diploma, or where justified in the interest of the service, professional training of an equivalent level;

e) Have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function group AD as defined in the Staff Regulations of Officials of the European Union (hereinafter the "Staff Regulations");

f) Have the capacity to work in the languages of the CFSP and external relations (English and French) at a level necessary for the performance of their duties;

g) Have a security clearance issued by the national security authority of an EU Member State that is equivalent at least to the level EU SECRET/SECRET UE[2], notwithstanding the authorised delayed submission of such security clearance as per Article 6(3) of Decision ADMIN(2025) 42 of the Secretary-General of the European External Action Service of 20 November 2025[3];

h) Not have been seconded to the EEAS during a period of two years preceding the application for the post. When the former secondment lasted less than six years, a new secondment, which does not exceed the unexpired part of the total six-year period, may exceptionally be accepted less than two years after the end of the prior secondment.

Selection criteria

A. Professional knowledge

- Policy Officer from Member States Ministry of Foreign Affairs, Interior, Employment and/or Justice, National Council of Human Rights, or equivalent.
- Experience of at least 3 years in the above-mentioned areas at institutional level
- Extensive knowledge of the mentioned policy areas is required.

[2] Ref. Appendix B 'Equivalent of Security Classification' to the Council Decision of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU) (OJ L 274, 15.10.2013, p. 1). A description of the EU classified information levels is also available under 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, and in Annex A I of 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 of the EEAS (OJ C 263, 26 July 2023, p.16).

[3] 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.

- Good working knowledge of the EU (institutional) environment and instruments in the area of external and cooperation policy.
- Proven analysis and reporting capacity.
- Field experience from the Middle East and North Africa region would be an asset

B. Skills required

- Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required.
- Teamwork, coordination and communication skills.
- Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

C. Languages

Thorough knowledge (capacity to write and speak) in English is required. Sound knowledge of Arabic would be a strong asset to acquire information from media and other publications and meetings with interlocutors who only speak Arabic.

D. Personal Qualities

Dynamic. Highly motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges in a complex multicultural environment.

CONDITIONS OF SECONDMENT:

Conflict of interest

The EEAS shall examine whether the candidates have any actual or potential conflict of interest or personal interest such as to impair their independence. To that end, the candidates shall inform the EEAS of any actual or potential conflict of interest, taking also into account their professional situation and their family circumstances, in particular their own or their family's professional activities or financial interests. In this context, all candidates shall fill with their application a declaration of potential conflict of interest (Annex I).

As a matter of policy, applications by individuals who have dual nationality of which one of a non-EU country, will be considered on a case-by-case basis taking account in particular of the functions attributed to the vacant post. The EEAS shall also take into account any specific local and global-security context, issues with diplomatic status or other concerns about risks to the personal security of the candidate or to the security interests of the Union.

Personnel Security Clearance

The requested level of security clearance for this post is: SECRET UE/EU SECRET. A description of the EU classified information levels is available under Article 2 of Annex A of the Decision ADMIN(2023) 18 on the security rules of the EEAS[4].

The selected candidate should hold a valid PSC issued by the national security authority of an EU Member State that is equivalent at least to the level indicated in the preceding paragraph, for the duration of the secondment to the EEAS.

Accordingly, all candidates shall fill with their application a declaration of possession of a PSC at the appropriate level (Annex II).

[4] OJ C 263, 26 July 2023, p.16.

In exceptional cases, for reasons duly justified by the seconding authority and after approval by the EEAS Security Authority, the required PSC issued by the national security authority of an EU Member State may be submitted no later than 6 months after the start date of the secondment[5].

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

Visa

The EEAS shall cooperate with the relevant authorities of the receiving State where the Union Delegation is located in order to obtain all authorisations necessary for the SNEs to fulfil their duties. The start date of the secondment of the SNE in a Union Delegation is subject to the delivery of such authorisations and/or the fulfilment of entry visa requirements set by the relevant authorities of the receiving State, in order to allow the SNE to take up duties in the place of secondment.

If any of these authorisations and/or visa is denied or not obtained within a reasonable time that takes account of the interest of the service, the EEAS shall withdraw the secondment offer. In exceptional circumstances and in the interest of the service, the EEAS may, instead, determine another place of secondment through a further exchange of letters with the employer of the SNE.

HEAT

Hostile Environment Awareness Training **(HEAT)** is **strongly recommended** for this posting.

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

[5] During such a period, specific measures shall be taken, including but not limited to those described in Article 7 of 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. Until the PSC is issued by the competent authority of the Member State concerned, the selected candidate will not be authorised to access EUCI at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or above, or to participate in any meetings or workflow where EUCI is processed.

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.

For queries related to the functions and duties please refer to:
Angelina Eicchorst, Head of Delegation, Angelina.Eichhorst@eeas.europa.eu

For administrative queries related to the selection process, please refer to: SNE-Delegations@eeas.europa.eu

ANNEX I

DECLARATION OF POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY CANDIDATES

The Decision HR(2026) 18 of the High Representative of the Union for Foreign Affairs and Security Policy of 20 July 2026 establishing the rules applicable to National Experts seconded to the EEAS (hereinafter, the 'EEAS SNE Decision') states:

- in Article 2(3): "*The EEAS shall examine whether candidates have any actual or potential conflict of interest or personal interest such as to impair their independence. To that end, candidates, using a dedicated form, shall inform the EEAS of any actual or potential conflict of interest, taking also into account their professional situation and their family circumstances, in particular their own or their family's professional activities or financial interests. On the basis of the assessment conducted, the EEAS may decide not to proceed with the secondment".*

- in Article 8(1)(c): "*During the secondment, the SNE shall immediately inform their line manager if, in the performance of their duties, they become aware of an actual or potential conflict of interest, or are called upon to give a decision on the handling or the outcome of a matter in which, directly or indirectly, they have a personal interest such as to impair their independence, and, in particular, family's professional activities or financial interests".*

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

Title/First Name/Last Name:

……

Position applied for:

……

Job number:

……

Division:

……

Candidate status: ☐ Candidate from a Member State ☐ Candidate from a non-EU country ☐ Candidate from an international organisation ☐ Candidate from a non-profit organisation	
Current and former EU/non-EU nationality(ies):	
Current employer:	
Spouse/partner's EU/non-EU nationality(ies):	
Spouse/partner's professional activities:	
Dependents' nationality(ies):	

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

YES ☐ NO ☐

If yes, please detail:

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

I understand that any infringement of the above requirements under the EEAS SNE Decision may lead to the withdrawal of a secondment offer or the termination of the secondment.

Date and signature:

PLEASE FILL IN, PRINT, SIGN AND SCAN

To be returned <u>with the application</u>

ANNEX II

DECLARATION OF POSSESSION OF A PERSONNEL SECURITY CLEARANCE (PSC)

Pursuant to point 19 of Annex A I to the EEAS Security Rules[6] and Article 6(1) of the Decision ADMIN(2025) 42 of the Secretary-General of the European External Action Service of 20 November 2025[7], national experts seconded to the EEAS for a position listed under Article 3(1) and (2) of Decision ADMIN(2025) 42 shall have a valid PSC for access to EUCI in the EEAS prior to taking up their assignment.

I, Mr/Ms _____, hereby declare to be in possession, for the duration of my secondment to the EEAS, of a valid PSC issued by the national security authority of an EU Member State that is equivalent at least to the EU level requested for the published post.

YES ☐ NO ☐

If no, please detail:

I hereby certify that the information provided in this form is correct and complete.

I understand that any infringement of the above requirements under the EEAS SNE Decision may lead to the withdrawal of a secondment offer or the termination of the secondment.

Date and signature:

PLEASE FILL IN, PRINT, SIGN AND SCAN

To be returned with the application

[6] 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 European External Action Service.

[7] 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.

DETALŪS METADUOMENYS	
Dokumento sudarytojas (-ai)	LIETUVOS NUOLATINĖ ATSTOVYBĖ EUROPOS SĄJUNGOJE 188613242/58
Dokumento pavadinimas (antraštė)	DĖL EUROPOS IŠORĖS VEIKSMŲ TARNYBOS (EIVT) DARBO SKELBIMŲ ĮVAIRIOMS PAREIGYBĖMS. REF.ARES(2026)9476900, Job no. 226219; REF.ARES(2026)9425314, Job no. 522036; REF.ARES(2026)9396744, Job No 448183; REF.ARES(2026)9437270, Job no. 443884; REF.ARES(2026)9442610, Job no. 471397; REF.ARES(2026)9458081, Job no. 521298, Vacancy Notice 2026/186– HQ (AD); REF.ARES(2026)9459061, Job no. 369453, Vacancy Notice 2026/184 HQ (AD).
Dokumento registracijos data ir numeris	2026-10-09 Nr. (76.2.5E)S76-1024
Dokumento gavimo data ir dokumento gavimo registracijos numeris	2026-10-12 Nr. G-2537
Dokumento specifikacijos identifikavimo žymuo	ADOC-V1.0
Parašo paskirtis	Pasirašymas
Parašą sukūrusio asmens vardas, pavardė ir pareigos	Nerijus Aleksiejūnas, Ambasadorius
Sertifikatas išduotas	NERIJUS ALEKSIEJŪNAS LT
Parašo sukūrimo data ir laikas	2026-10-08 19:06:41 (GMT+03:00)
Parašo formatas	XAdES-X-L
Laiko žymoje nurodytas laikas	2026-10-08 19:06:59 (GMT+03:00)
Informacija apie sertifikavimo paslaugų teikėją	EID-SK 2016, AS Sertifitseerimiskeskus EE
Sertifikato galiojimo laikas	2024-07-08 21:23:09 – 2029-07-07 23:59:59
Informacija apie būdus, naudotus metaduomenų vientisumui užtikrinti	"Registravimas" paskirties metaduomenų vientisumas užtikrintas naudojant "RCSC IssuingCA-2, VI Registru Centras - i.k. 124110246 LT" išduotą sertifikatą "Dokumentų valdymo sistema Avilys, Lietuvos Respublikos užsienio reikalų ministerija, į.k. 188613242 LT", sertifikatas galioja nuo 2024-12-18 10:59:02 iki 2027-12-18 10:59:02 "Gauto dokumento registravimas" paskirties metaduomenų vientisumas užtikrintas naudojant "RCSC IssuingCA-2, VI Registru Centras - i.k. 124110246 LT" išduotą sertifikatą "DBSIS, Informatikos ir ryšių departamentas prie Lietuvos Respublikos vidaus reikalų ministerijos, į.k.188774822 LT", sertifikatas galioja nuo 2025-05-16 11:31:08 iki 2028-05-15 11:31:08
Pagrindinio dokumento priedų skaičius	13
Pagrindinio dokumento pridedamų dokumentų skaičius	–
Pridedamo dokumento sudarytojas (-ai)	–
Pridedamo dokumento pavadinimas (antraštė)	–
Pridedamo dokumento registracijos data ir numeris	–
Programinės įrangos, kuria naudojantis sudarytas elektroninis dokumentas, pavadinimas	Dokumentų valdymo sistema Avilys, versija 3.5.90.2
Informacija apie elektroninio dokumento ir elektroninio (-ių) parašo (-ų) tikrinimą (tikrinimo data)	Metaduomens „Sudarytojo adresas“ reikšmė turi būti nurodyta Visi dokumente esantys elektroniniai parašai galioja (2026-10-13 15:12:30)
Paieškos nuoroda	–
Papildomi metaduomenys	Nuorašą suformavo 2026-10-13 15:12:31 DBSIS