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2026-11- Nr. (76.2.5E) S76-

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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 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-shared” national expert (SNE) for secondment to the Division RM.TSO.3 - EEAS Security Policy and International Agreements - HQ Security, 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 15/01/2027** (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, “Staff management” 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 ADMIN(2026) 18 of the High Representative of 20 July 2026
- Vacancy Notice

Cc: Annika WEIDEMANN, Head of Division EEAS.RM.TSO.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 16/11/2026 15:01 (UTC+01) 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/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 SG.COORD (Policy Coordination) Division, 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 18/12/2026** (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 ADMIN(2026) 18 of the High Representative of 20 July 2026
- Vacancy Notice

Cc: Mr Jani Taivalantti, Deputy Head of Division SG.COORD

[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 18/11/2026 15:57 (UTC+01) 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/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.4, 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 16 December 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, "Staff Management" 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 SECRET UE / 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: 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 16/11/2026 15:02 (UTC+01) 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.5, 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 16 December 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, "Staff Management" 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 SECRET UE / 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: 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 16/11/2026 15:02 (UTC+01) 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.5, 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 16 December 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, "Staff Management" 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 SECRET UE / 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: 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 18/11/2026 15:57 (UTC+01) 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 MD-PSD.PCM.2, 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 16 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: C. Dobran, Director MD-PSD.PCM

[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 16/10/2026 16:30 (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 MD-PSD.PCM.3, 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 10 December 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: C. Dobran, Director MD-PSD.PCM

[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 18/11/2026 15:57 (UTC+01) 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 MD-PSD.SECDEFPOL.2, 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 16 December 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, "Staff Management" 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 SECRET UE / 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: Mr Stadejek, Director MD-PSD.SECDEFPOL

[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 18/11/2026 15:57 (UTC+01) in accordance with Article 11 of Commission Decision (EU) 2021/2121

Vacancy Notice
Seconded National Expert

Policy Officer/Strategic Planner
Peace, Partnership & Crisis Management Directorate (MD-PSD.PCM)
PCM.3 Division

AD level post – cost-free

Job no. 449003

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

- Conduct politico-strategic planning for CSDP missions and operations, including the development and coordination of planning documents such as options papers, Crisis

Management Concepts, strategic reviews and assessments, and draft Council Decisions, and present them to the relevant stakeholders.

- Lead strategic reviews and assessments ensuring coordination of inputs across relevant EU institutions, bodies and Member States.
- Contribute to operational planning and the conduct phase of CSDP missions and operations, including through strategic coordination with missions and operations.
- Draft policy papers, briefings, reports and other documents within the PCM.3 remit, and contribute to the development of horizontal CSDP concepts, policies and initiatives as appropriate.
- Monitor political context relevant to the assigned CSDP missions and operations.
- Prepare for, participate in, and report on meetings of the Political and Security Committee (PSC) and its preparatory bodies.
- Coordinate strategic-level CSDP planning across EU institutions and bodies, Member States, other international organisations, third states, host countries and operational headquarters.
- Conduct or participate in field missions and prepare the corresponding reports.

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 available **from 16 November 2026**

[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).

Place of secondment

Brussels

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:

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

Essential requirements:

- At least five years of relevant professional experience in the field of crisis management and/or security and defence policy.
- Good knowledge of the EU institutional framework and decision-making processes in the fields of CFSP and CSDP.
- Practical experience in strategic or operational planning, ideally of CSDP and/or the UN, NATO, OSCE missions and operations.

Assets:

- Professional experience in an EU institution or international organisations (UN, NATO, OSCE), or with a crisis management mission or operation.
- Experience in Council preparatory bodies and with negotiations on CSDP-related matters.

B. Skills required

- Strong analytical skills, including the ability to assess complex situations objectively and develop practical solutions.
- Excellent drafting, presenting, reporting and communication/presentation skills, including the ability to prepare clear, concise and targeted strategic advice.
- Excellent organisational and coordination skills, with the ability to prioritise competing demands, manage multiple tasks, respond to unforeseen requirements and deliver results under tight deadlines;
- Excellent negotiation and interpersonal skills, with the ability to work effectively in teams in a multinational diplomatic environment;
- Willingness and ability to travel frequently, including to the mission areas;
- Good computer literacy skills (Word/PowerPoint etc.).

C. Languages

- A thorough knowledge of one EU working language and satisfactory knowledge of another one are required; in practical terms, 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

- High standards of personal integrity, impartiality and self-discipline, and discretion in handling information acquired in the performance of duties.
- Initiative, motivation, flexibility and intercultural sensitivity, with the ability to work constructively with colleagues and counterparts from diverse professional and national backgrounds.

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: **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[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].

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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.

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.

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:
Ms Ivana RADOVA, Acting Head of Division, +32 460 84 20 13, email: Ivana.RADOVA@eeas.europa.eu
For queries related to the selection process, please refer to: MD-PSD-PCM-3-STRATEGIC-PLANNING@eeas.europa.eu
For administrative queries, please refer to: SNE-CSDP@eeas.europa.eu

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

ANNEX I

DECLARATION OF POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY CANDIDATES

The Decision ADMIN(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 : Name / Family Name Birth Date EU/non-EU nationality(ies):	
Spouse/partner's professional activities:	
Dependents Name / Family Name Birth Date EU/non-EU 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 with the application

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 <u>with the application</u>

[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.

Vacancy Notice
Seconded National Expert

IT Security Officer - Cyber Security

Managing Directorate, Civilian Operations Headquarters, Division DSG-DEF.MD-CIVOPSHQ.4
Information Technology and Cyber Sector

AD level post – cost-free

Job no. 529262

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/Managing Director (MD). The Civilian Operations Commander is the commander at the strategic level of currently 14 civilian CSDP crisis management missions/Initiative 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 as well as the discharge of the duty of care.

The successful candidate will be attached to Support Division (CivOpsHQ.4) composed currently of 35 experts in the field of Missions support: Digitalisation, CIS, Cybersecurity, Logistics, Procurement, Contracts and Financial aspects of the civilian CSDP Missions. Our job is to provide operational support for about 2.000 staff working within the 14 CSDP Missions/Initiatives operating in crisis countries.

The Cyber Security Officer will be integrated within the dynamic ICT & Cyber Sector of CivOpsHQ.4, with a focus on providing strong cybersecurity governance and monitoring across the civilian CSDP Missions, in particular in the areas of Governance, Risk and Compliance (GRC), supporting cybersecurity incidents investigation and coordination, threats assessments and identification, as well as supporting overall cybersecurity awareness initiatives.

Functions and Duties

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

- To oversee cybersecurity processes and procedures across all civilian CSDP Missions and work towards their harmonisation.
- To determine cybersecurity vulnerabilities and risks by conducting periodic assessments and propose implementing measures or technical guidance.
- To contribute to the development, implementation and maintenance of the cybersecurity framework covering the civilian CSDP Missions, including overseeing the GRC aspects.
- To provide support in the incident management lifecycle, from detection to investigation and lessons learnt, e.g. via IoC and IoA enrichment, detection rules, coordination of mitigation measures to adopt and follow-up.
- To draft security plans for the securitisation of business-critical applications.
- To support Missions in monitoring their infrastructure and that of the CivOpsHQ via the XDR, SIEM solution in use.
- To participate in the overall team effort of increasing cybersecurity awareness across all Missions and CivOpsHQ staff via the creation of e-learning awareness training, phishing campaigns and live training on cybersecurity threats.
- To participate, when required, in EU cybersecurity related events and meetings in order to assure in-house compliancy with EU cybersecurity related policies.
- To monitor appropriate IT Security metrics and provide periodic status reports to hierarchy for the MSP IT Infrastructure in Brussels.
- To research, evaluate, recommend and introduce new IT security tools, techniques, services and technologies to improve and innovate the MSP (the Mission Support Platform) IT Infrastructure in Brussels.
- To design and perform simulated phishing campaign with specific software in order to assess Mission's awareness level.
- To support external providers of IT security services in the operation of monitoring services, analytical tools, incident management capabilities and the provisioning of engineering/operational services and products/solutions.
- To provide expert advice on topics related to cyber-security and network security.
- To research, evaluate, recommend and introduce new IT security tools, services and technologies to improve and innovate the CivOpsHQ IT Infrastructure in Brussels;
- To participate, when required, in EU cybersecurity working groups, events and meetings;
- To dedicate time throughout the year to self-training and upskilling, also via the platform provided in house.
- Undertake any other related task as requested by the Line Manager(s).

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.

[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).

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 immediately.

Place of secondment

Brussels

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:

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

[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).

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

Candidates should have at least three years of professional experience in a cybersecurity or IT security specialist role.

Applicants are expected to have the following experience and skills required for the job:

- Experience with and/or good knowledge of modern security tools and products, in particular related to Cloud, vulnerability assessments and Cyber Threat Intelligence. Knowledge of penetration testing practices can be an asset.
- Knowledge of AI driven threats and related cybersecurity risks.
- Knowledge in Web and Cloud security, including good command of network protocols (TCP/IP, DNS, DHCP, etc.), network architecture, and network device configuration.
- Hands-on experience analysing event logs, network data (e.g. Netflow, FPC), and other attack artifacts in support of incident investigations.
- Knowledge of cybersecurity standards and frameworks, e.g. NIST, CIS controls, EBIOS, ISO 27001/27002 and 27005, SOC2, COBIT, etc…
- Experience with security architectures;
- Have a good knowledge of products, services, technologies and commercial actors related to IT/Cybersecurity sector and their possible applications in modern public administrations;
- Have strong drafting and analytical skills combined with sound judgement;
- 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;
- Have strong service attitude;
- Be a positive team player,
- Have excellent command of English both written and spoken.

Furthermore:

- Own a recent/valid professional industry certification(s): e.g. one or more of CISSP, GIAC Certification, CISM, CISA, CRISC; OR a combination of postgraduate certificates and certifications such as CompTIA Security+, CEH Certified Ethical Hacker, etc
- Knowledge of penetration testing practices;
- Experience of working in a team in multi-disciplinary and multi-cultural environment;
- Experience in working with or within other EU institutions, military counterpart or other Governmental entities;

will be considered as assets.

[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.

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 good 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.

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.

D. Personal Qualities

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

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: **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[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).

[5] 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[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.

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:

Gloria INIESTA ARIAS, Head of Division, +32 2 584 24 85 gloria.iniesta-arias@eeas.europa.eu

For administrative queries related to the selection process, please refer to:

SNE-CSDP@eeas.europa.eu

[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).

ANNEX I

DECLARATION OF POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY CANDIDATES

The Decision ADMIN(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 : Name / Family Name Birth Date EU/non-EU nationality(ies):	
Spouse/partner's professional activities:	
Dependents Name / Family Name Birth Date EU/non-EU 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 with the application

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 <u>with the application</u>

[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.

Vacancy Notice
Seconded National Expert

Policy Officer- Mission Security Expert,
Managing Directorate, Civilian Operations Headquarters, Division DSG-DEF.MD-CIVOPSHQ.5, Security and Health

AD level post – Cost-free

Job no. 496777

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 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.

Under the authority of the Head of Division and as part of the duty of care obligations of the command structure, the Mission Security Expert is expected to perform the following tasks:

In line with the Security and Duty of Care Policy for civilian CSDP Missions (doc. 11054/25 dated 30 June 2025), support the development and implementation of all policies and procedures related to the Security and Duty of Care responsibilities regarding civilian CSDP Missions:

- develop and support CivOpsHQ work strands related to field security and risk assessments, harmonising and standardising concepts, methodologies and procedures in this regard;
- concerning the build-up process of a new Mission, participate in the security assessment and coordinate inputs on security context with INTCEN and relevant stakeholders;
- participate in Call for Contribution (CfC) panels for Mission Security staff and training activities/briefings for Mission staff;
- develop security expertise on a specific region where CSDP Missions are deployed and act as a counterpart to the relevant Head of Section in CivOpsHQ.2 (Operations Division).

Support the Missions in defining and developing their security plans and procedures:

- review the Mission's Security Plans;
- advise on SOPs and contingency plans such as the Emergency Evacuation and Relocation Plan.
- maintain direct contact with the Heads of Security and Health Departments in the Missions he/she is following;
- act as a focal point on security matters for a number of (geographically assigned) Missions.

Provide Operational security support to the Missions:

- perform Duty of Care Compliance visits in Missions;
- if required, reinforce on a temporary basis the Security and Health Departments of the Missions;
- participate in CivOpsHQ Crisis teams and contribute to the monitoring and evaluation for specific security incidents.

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 is available immediately.

Place of secondment

Brussels

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:

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;

[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).

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

- ten years' relevant professional experience and professional experience in multinational organisations;
- have experience and knowledge of CFSP and CSDP;
- relevant experience in the areas of field/mission security and/or security analysis, preferably in the context of CSDP or in other international organisations.

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;

[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.

- 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

- excellent command of written and spoken English, in particular good report-writing skills; good knowledge of written and spoken French.
- knowledge of additional language(s) would be a strong asset.

D. Personal Qualities

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

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

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

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.

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.

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[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).

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:
Javier Prieto Head of Division, +32 2 584 22 18 email Javier.prieto@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 ADMIN(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 : Name / Family Name Birth Date EU/non-EU nationality(ies):	
Spouse/partner's professional activities:	
Dependents Name / Family Name Birth Date EU/non-EU 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 with the application

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 <u>with the application</u>

[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.

Vacancy Notice
Seconded National Expert

Policy Officer – PSC team,
Policy Coordination Division, SG. COORD

AD level post – cost-free

Job no. 374820

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 post of a "cost-free" Seconded National Expert (SNE) on the position of Policy Officer.

The successful candidate will join the PSC Team, which is part of the Council sector in SG.COORD. The Policy Officer will be responsible for dossiers handled in the PSC, and for process and coordination in the EEAS on all files concerning the PSC throughout different stages of their handling in the Council and its preparatory bodies.

Functions and Duties

Under the guidance of the Head of Division, the Deputy Head of Division/Nicolaidis Chair and in close cooperation with the PSC Chair, the SNE is expected to perform the following tasks:

- Support the PSC Chair in the preparation and conduct of the PSC meetings, including liaising with EEAS departments, defining scope of the discussions, drafting briefing notes, advising on handling PSC conclusions, ensuring timely reporting;

- Contribute to the planning, including long-term, of the PSC agendas, including on the basis of consultations with relevant EEAS departments;

- In close coordination with the FAC Team of SG.COORD and Chairs of Working Groups, ensure smooth managing of files in the respective area of responsibility from working group level, through PSC, to COREPER and FAC;

- Contribute to the organisation of strategic discussions with external guests on broader topics of interest to the PSC;

- Contribute to the organisation of PSC working visits and participating in them, if required;

- Contribute to horizontal tasks within SG.COORD (e.g. clearance of draft COREUs, briefings and speeches for HRVP and EEAS senior management, carrying of duty phone).

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 indicatively available from: Immediately

[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).

Place of secondment

Brussels

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:

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

- Professional experience of at least 4 years, preferably in a Ministry for Foreign/European Affairs or in a coordinating position in EU affairs;
- Extensive knowledge of EU institutions and related decision-making processes, CFSP/CSDP, EU external action and related EU external policies (geographic and thematic);
- Experience in the work of the Council and its preparatory bodies, notably in a Permanent Representation or the EU Department in a Ministry of Foreign Affairs would be a strong asset;
- Further experience on work in the PSC or relevant experience on CFSP files, including multilateral issues and/or Asia, would be an asset.

B. Skills required

- Have appropriate analytical and negotiation skills allowing good political judgment;
- Possess the necessary capabilities needed for the operation in a large team working under considerable pressure;
- Possess organisational skills and have capacity of initiative;
- Have the ability to contribute and cooperate in a multicultural team;
- Have strong communication and interpersonal skills

C. Personal Qualities

Dynamic, motivated and very resilient personality. Able to adapt quickly to new situations and deal with new challenges, delivering high quality under time pressure. Strong team player.

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

[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.

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

[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).

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:
Jani Taivalantti, Acting Head of Division, +32 2 584 72 92; jani.taivalantti@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 ADMIN(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.

Vacancy Notice
Seconded National Expert

Security Officer- Counter- Intelligence Security Adviser,
Technology, Security and Operations Directorate, TSO.3 EEAS Security Policy and International Agreements – HQ Security

AD level post – cost-shared

Job no. 334258

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

Under the authority of the Head of Division, the Seconded National Expert, Counter-Intelligence Security Adviser, is expected to perform the following tasks:

- contribute to enhancing the security culture in the EEAS by executing its Security Rules, in general and its personnel security policy and counter-intelligence (CI) strategy in particular;
- close liaison with the CI cells across the EU institutional network;
- close liaison with Member States' services as well as those of third countries;
- contribute to implementing EEAS CI activities, including liaison with external partners, outreach to Delegation staff, including missions to Delegations as needed;
- strengthen the analysis capacity of the counter- intelligence cell as regards the counter intelligence / cyber nexus;
- contribute to counter-intelligence investigations;
- design and perform security awareness briefings focused on CI for designated EEAS staff;
- advice the different audiences and staff members who may request guidance on CI measures;
- contribute to updating relevant policies of the EEAS Security Rules;

Allowances and financial coverage

The EEAS will provide the following allowances and reimburse the following expenses:

- daily allowance 180,65 **€/per calendar day** throughout the period of secondment[1];
- monthly allowance calculated on the basis of the distance between the place of origin (the employer's headquarters) and the place of secondment (**between 0 to 1019.33€/month**[2]);
- reimbursement of travel expenses at the start and end of the secondment on a flat-rate basis (if not paid by the employer).

These allowances and reimbursements shall not be construed as remuneration paid by the EEAS.

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

- reimbursement of mission expenses incurred during the secondment;
- accident insurance policy[3], however accident coverage is not extended to family members.
- where applicable[4], 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.

1 As per Article 17(2) of the EEAS SNE Decision (Decision ADMIN(2026) 18 of 20/07/2026), Seconded National Experts shall be entitled to a daily allowance throughout the duration of the secondment subject to the same criteria as the expatriation allowance for officials referred to in Article 4(1) of Annex VII to the Staff Regulations.

2 Decision ADMIN(2026) 1 of 19 January 2026 of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision ADMIN(2026) 18 of 20/07/2026.

3 European Union and Institutions FWC PMO/2021/OP/0004.

4 Article 12(4) of the EEAS SNE Decision (Decision HR DEC(2026) 18 of 20 July 2026).

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 March 2027.

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[5], 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[6];

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 four years, preferably with an Intelligence Service, Ministry of Interior or security departments of a Foreign Affairs Ministry.
- Have extensive knowledge of the above-mentioned policy areas, including counter-intelligence analysis, operational activities, liaison work. Good working knowledge of the EU (institutional) environment and instruments in external and security policy. Proven reporting and analysis capacity.
- Experience in the counter-intelligence / cyber nexus is considered a strong advantage.

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 a team, to coordinate and to communicate effectively.
- Have solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.
- Must be able to engage with a variety of interlocutors with the corresponding communication and human skills.

C. Languages

English and a good knowledge of French. Knowledge of UN languages would be a strong asset.

[5] 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).

[6] 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.

D. Personal Qualities

Be dynamic, motivated and flexible. Able to adapt quickly to new situations and deal with new challenges. Be ready to perform missions to EU Delegations to third countries and EU Delegations to International Organisations.

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[7].

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[8].

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

[8] 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.

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[9]. 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.

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:
Ms Annika WEIDEMANN, Head of Division, Tel: +32 2 584 32 73
e-mail: annika.weidemann@eeas.europa.eu
For administrative queries related to the selection process, please refer to:
Ms Margarita VALENTINOVA NIKOLOVA, Assistant of division
Tel: +32 2 584 69 83
e-mail: margarita.nikolova-valentinova@eeas.europa.eu and SNE-HQ@eeas.europa.eu

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

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[10] and Article 6(1) of the Decision ADMIN(2025) 42 of the Secretary-General of the European External Action Service of 20 November 2025[11], 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

[10] 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.

[11] 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.

Vacancy Notice
Seconded National Expert

Policy Officer
Security and Defence Policy Directorate
Hybrid Threats and Cyber Division, Preparedness and Response Sector
(MD-PSD.SECDEFPOL.2)

AD level post – cost-free SNE

Job no. 472425

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 Managing Directorate for Peace, Security and Defence (MD-PSD) is engaged in fostering and strengthening the EU's role as a global security actor. It seeks to promote peace and security and to deliver on the EU's ambition in defence. Within MD-PSD, the Directorate for

Security and Defence Policy (SECDEFPOL) is playing a key role in supporting the EU to stay at the forefront of developments in security and defence policy across the thematic spectrum. Within the Directorate, the Hybrid Threats and Cyber Division (SECDEFPOL.2) leads the coordination of EU's efforts to address external security threats in the fields of hybrid and cyber, in particular through the development and operationalisation of policies, operational tools and international engagement.

The post of Policy Officer in the Preparedness and Response Sector of the Hybrid Threats and Cyber Division (SECDEFPOL.2) will contribute to the work of the Division, with focus on the preparedness and response to hybrid and cyber threats. Under the guidance and supervision of the Head of Division, the Policy Officer will contribute to the elaboration, development and implementation of EU policies and activities aimed at preventing, deterring and responding to hybrid and cyber threats. In particular, against the backdrop of an intensification of hybrid activities against the EU and Member States, he/she will contribute to implementing measures in the framework of the EU Hybrid Toolbox and to further strengthening the EU's preparedness and response against the wide spectrum of hybrid threats in line with a whole-of-government. She/he will work in a friendly and dynamic environment, in close synergy with Member States, the Commission and other relevant EU agencies, bodies and institutions.

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 indicatively available from 1 December 2026.

Place of secondment

Brussels

[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).

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:

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

[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.

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

- university diploma;
- at least three years of relevant professional experience and ideally professional experience in multinational organisations;
- relevant experience and knowledge of CFSP and CSDP;
- relevant experience in areas of security and defence, preferably in countering hybrid and cyber threats at national, EU or international level;
- experience in policymaking and strategy development.

B. Skills required

- analytical skills that will allow to understand and analyse complex problems as well as develop solutions, using sound judgement;
- organisational skills, including in managing complex decision-making processes and organising events as relevant;
- ability to manage multiple tasks, and work under pressure and with tight deadlines;
- drafting and communication skills;
- negotiating skills in a multinational environment;
- ability to work professionally as a member of the Division, as well as contributing to task forces and working groups;
- capacity to develop constructive working relations with EU Member States, other EU institutional stakeholders, as well as international organisations, civil society and private sector, as relevant;
- 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

- Excellent command of written and spoken English.
- Knowledge of additional language(s) would be a strong asset.

D. Personal Qualities

- friendly, motivated and team player;
- dynamic and proactive, ready to take initiatives and develop new ideas;
- positive attitude and solution-oriented;
- flexible and ready to adapt to a quickly evolving agenda and new challenges;

- maintaining the highest standards of personal integrity, impartiality and self-discipline, including exercising greatest discretion on information coming to his/her knowledge in the performance of his/her duties.

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: 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[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

[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.

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.

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:
Barbara GALLO, Head of Division, +32 2 584 22 30 - barbara.gallo@eeas.europa.eu

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

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

ANNEX I

DECLARATION OF POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY CANDIDATES

The Decision ADMIN(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 : Name / Family Name Birth Date EU/non-EU nationality(ies):	
Spouse/partner's professional activities:	
Dependents Name / Family Name Birth Date EU/non-EU 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 with the application

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 2026/194 HQ (AD) Policy Officer – Commission Team in the Policy Coordination Division (SG.COORD)

Type of post "Administrator"

Job no. 376390

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.

Within the EEAS, the Policy Coordination Division (SG.COORD) plays a central role to support the HRVP, the EEAS Secretary General and senior management in achieving policy priorities. Through a joined-up approach to inter-institutional coordination, the Division contributes to the effective and efficient conduct of policy and decision-making processes within the EEAS and with regard to the work of the Council and Commission.

As part of SG.COORD, the Commission team (Sector 2) coordinates relations with the European Commission, including through the Commissioners' Project Group on External Action (CPGEA), Group for External Coordination (EXCO) and Interinstitutional Relations Group (GRI). It works closely with the HRVP Cabinet, all EEAS departments and the Commission services, in particular the Secretariat-General of the Commission. The Sector is also in charge of internal and inter-institutional procedures as well as several internal EEAS guidelines, statements and alignments of certain third countries with CFSP and general instructions to EU Delegations.

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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.

WE PROPOSE

The post of Policy Officer – Commission Team.

Under the authority of the Head of Division, the successful candidate will contribute to the coordination of relations between the EEAS and the European Commission, as well as to internal and inter-institutional coordination, including by:

- Coordinating EXCO for the geographical areas covered by the post, including coordination with the relevant EEAS services, preparation of briefings and draft notes, processing of non-papers, and participation in preparatory meetings;
- Preparing and supporting the implementation of the Commission Work Programme and other Commission initiatives, in particular their external dimension, as well as the State of the Union address;
- Preparing briefings for the Secretary-General's participation in the meetings with Directors-General of the Commission;
- Contributing to updates of EEAS working methods and internal/inter-institutional procedures, to other tasks within the Commission team, and to horizontal SG.COORD tasks (e.g. clearance of draft COREUs, coordination of briefings for meetings with EU Member State representatives) where necessary.

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: 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;

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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.

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

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

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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

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[8].

Selection Criteria:

Candidates should have:

- excellent ability to maintain diplomatic relations and to ensure representation and communication in a complex, multicultural environment;
- excellent capacity to create and maintain constructive working relations both within and outside the EEAS;
- strong drafting and analytical skills combined with sound judgement;
- excellent communication skills including the ability to communicate clearly on complex issues;
- the capacity to perform with accuracy and in a flexible manner a diversity of tasks in a complex institutional environment and under pressure;
- strong service and team player attitude;
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- excellent knowledge of the EU's internal and external policies and instruments, and of EU policy-making and decision-making processes and inter-institutional relations;

Furthermore:

- experience of working with or within the European Commission; and
- a good command of French

would be considered assets.

TYPE AND DURATION OF CONTRACT FOR NEW TEMPORARY AGENTS

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

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

CONDITIONS OF RECRUITMENT AND EMPLOYMENT

CONFLICT OF INTEREST AND SECURITY RISKS

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

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

[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.

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].

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

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

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

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

EQUAL OPPORTUNITIES

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

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

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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'."

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 **8 December 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

[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

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:

Petra Gombalova, Head of Division
☎ +32 2584-3013
Email: petra.gombalova@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 ☐ Current EEAS/EC Temporary Agent ☐ Current EEAS/EC Contract Agent	☐ Candidate from a Member State ☐ EPSO/Internal competition laureate: Competition no.:
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 13/11/2026 19:09 (UTC+01) in accordance with Article 11 of Commission Decision (EU) 2021/2121

Vacancy Notice
Seconded National Expert

Policy Officer / Partnerships sector,
Peace, Partnerships and Crisis Management Directorate (MD-PSD.PCM)
PCM.2 Division

AD level post – cost-free

Job no. 494446

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 post of **Policy Officer** in the Peace, Security and Defence Partnerships Division (PCM.2) in the Managing Directorate Peace, Security and Defence (MD PSD). Our future colleague will be:

- a dynamic professional, passionate about peace mediation and conflict prevention;
- a collaborative team player with excellent inter-personal and communication skills and a flexible attitude with regard to quickly changing agenda and travel;
- a self-motivated person interested in constantly improving his/her skills through continuous learning.

The "**Peace, Partnerships and Crisis Management Directorate**" (PCM) ensures effective coordination of EU response throughout the entire conflict cycle, from early warning and horizon scanning to political-strategic planning for crisis management and stabilisation. PCM ensures that the EU response is conflict sensitive and is based on a proper analysis with a focus on delivering stabilization and peace.

Within PCM, the PCM.2 Division is in charge of developing EU peace, security and defence partnerships with third states, international and regional organisations, and informing EU conflict prevention and peace mediation, dialogue and negotiations. In line with the Strategic Compass, PCM.2 aims to make the EU a stronger and more reliable global partner in security and defence working for international peace and stability.

The Division is the centre of expertise on conflict prevention, peace mediation and dialogue. PCM.2 identifies countries at risk of violent conflict through Early Warning and conducts conflicts analyses to identify triggers of violence, notably related to gender and electoral violence. It then mobilises EU Early Action to activate mitigation measures. This includes active identification of entry points for mediation opportunities, paving the way for involvement by EU foreign policy actors, especially EUSRs/EUSEs, Senior Management and Heads of Delegation. Close partnerships with EU Member States and civil society underpin all aspects of our work. PCM2 also provides operational support and capacity building for a wide range of actors to ensure that peace processes are inclusive and sustainable, while cementing a global network of bilateral and multilateral partners to coordinate our response.

The Policy Officer will promote EU's bilateral relations in peace, security and defence with partner countries; as well as work on horizontal issues pertaining to EU partnerships in peace, security and defence. The Policy Officer will join the **Security and Defence Partnerships Sector** in PCM.2.

Functions and Duties

Under the functional authority of the Head of Division and the supervision of the Head of Sector, the Policy Officer will perform the following main functions and duties:

- Contribute to the development and implementation of EU's peace, security and defence dialogue and cooperation with partners, in the region of Latin America and the Caribbean, as well as with the United Nations, including the EU-UN Strategic Partnership on Peace and Security.
- Provide advice and analysis on political/security/defence related developments in partner countries within his/her mandate and contribute to the definition of related strategic objectives.
- Prepare bilateral dialogues/consultations, other events and negotiations with international and regional organisations and non-EU partner countries, as well as contribute to the preparation of relevant meetings of the Council and its preparatory working groups.
- Follow up policy proposals through the inter-institutional decision-making process, including adoption by the Commission and High Representative, European Parliament and / or Council of the European Union.
- Assist in the representation of the EU, participate in ministerial and high level and working meetings with partner countries/international organisations, as well as in other relevant engagements.
- Develop and maintain good relations with representatives of the partner countries/international organisations.

- Respond to inter-service consultations to secure coherence with the EU's partnership policy on partner countries.
- Draft of briefing and policy documents, strategic analysis, options and food for thought papers, correspondence with key partners within the area of responsibility; handle and draft replies to oral and / or written questions from Members of the European Parliament, letters and questions from third parties.
- Assist the Head of Sector for Security and Defence Partnerships with regard to horizontal issues pertaining to EU partnerships in peace, security and defence;
- Conduct outreach activities on EU peace, security and defence actions, organise and contribute as speaker in public diplomacy events such as seminars, conferences and training activities;
- Prepare and assist as appropriate in negotiations of Framework Participation Agreements, Security and Defence Partnerships or other binding/non-binding documents in the geographical area of competence and support the negotiation of Partnership priorities in the field of peace, security and defence;
- Contribute to other tasks and follow other areas and regions within the remit of the Division as necessary, in the interest of the service.

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 available immediately.

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.

[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).

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];

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

- ideally professional experience in multinational organisations;

[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.

- have knowledge and experience of the EU external policies and instruments, notably in the area of the CFSP and CSDP;
- relevant experience of security and defence cooperation with bilateral and multilateral partners.

B. Skills required

- have the ability to maintain diplomatic relations and to ensure representation and communication in a complex, multicultural environment;
- have the capacity to create constructive working relations in the field of external relations with national authorities, international organisations and EU Member States;
- 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

- excellent command of written and spoken English, in particular good report-writing skills; good knowledge of written and spoken French.
- knowledge of additional language(s) would be a strong asset.

D. Personal Qualities

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

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.

The EEAS is committed to working with people with disabilities in the terms of the Staff

[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).

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:
Guillem Riutord Sampol, Head of Division, +32 2 584 11 73
Guillem.RIUTORD-SAMPOL@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 ADMIN(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.

Vacancy notice 2026 –203 DEL (AD) DHOD USA

EEAS Vacancy Notice –

DEPUTY HEAD OF DELEGATION TO THE UNITED STATES OF AMERICA

Type of post "Head of Unit or equivalent"

EU Officials – AD 9 – AD 14 – Candidates from the Member States[1] – AD 12

We are:

The European External Action Service (EEAS) supports the High Representative in the exercise of his mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), of representing the EU and of chairing the Foreign Affairs Council.

It also supports the High Representative in her capacity as Vice-President of the Commission with regard to her responsibilities within the Commission in the external relations field, including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the EU Member States as well as with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

The European External Action Service (EEAS) is looking for an individual to fill the post of **Deputy Head of Delegation of the European Union to the United States of America.**

The Deputy Head of Delegation assists the Head of Delegation in all tasks, including the management of a large number of EEAS and Commission members of staff and financial resources (an administrative budget of approximately 13.9 M€ and an operational of approximately €4.8M for press, information and public diplomacy activities).

We propose:

The Deputy Head of Delegation of the European Union assists the Head of Delegation in carrying out his tasks, provides advice and support to the Head of Delegation in all key areas and represents her in her absence. In particular, the Deputy Head of Delegation assists the Head of Delegation in the management of all staff and financial resources.

More specifically, the Deputy Head of Delegation:

- Supports the Head of Delegation in ensuring bilateral relations; reporting to and coordinating with the Headquarters of the EEAS and the Commission; maintaining contacts and coordinating with Member States; representing the EU including through public diplomacy.
- Ensures efficient overall operation of the Delegation by co-ordinating the Delegation's work across all sections and ensure implementation and follow-up of key political, sectoral, thematic and horizontal tasks;
- Provides guidance and support to the administration section, including security issues;
- Ensures a well-functioning administration of the delegation, including sound contractual and financial management respecting relevant standards, instructions, rules and regulations within the framework of the sub-delegation of powers as authorising officer and on behalf/in substitution of the Head of Delegation;

[1] Temporary Agents from national diplomatic services of the Member States to whom Article 2(e) of the CEOS applies will also be reclassified to this grade if selected for the post.

- Oversees the preparation of the administrative budget with the Administrative Section and Head of Delegation;
- Oversees all procedures related to the implementation of the administrative budget; visa of reports on administrative expenditures (Head of Delegation signature);
- Acts as authorising officer by sub-delegation for administrative expenditures.

This position is classified as a "Head of unit or equivalent"[2] type of post in the grade bracket AD 9 – AD 14.

If selected for the post, candidates from the national diplomatic services of Member States will be recruited at grade AD 12.

If selected for the post, the contract of candidates who, at the time of their application are temporary agents to whom Article 2(e) of the Conditions of Employment of Other Servants (hereafter, the "CEOS") applies, will be amended and, if applicable, these candidates will be reclassified at grade AD12.

The place of employment is Washington D.C. USA

The Living Condition Allowance is 0%.

The post in principle will be for a 4 year duration.

Legal Basis

The successful candidate for this position will be:

– appointed in accordance with Article 29(1) of the Staff Regulations of Officials of the EU (SR) if he or she is an EU official;

– recruited in accordance with Article 29(1)(a) and Article 98(1), first subparagraph, of the SR, if the candidate is a member of the national diplomatic service of a Member State or reassigned if he/she is a temporary agent to whom Article 2(e) of the CEOS applies. Such candidates shall be recruited or, if applicable, assigned at grade AD 12 or at their current grade if it is higher.

We look for:

Eligibility Criteria[3]

General

Further to the conditions set out in Art 28 of the Staff Regulations (SR) or Art 12 of the Conditions of Employment of Other Servants (CEOS), candidates must:

1. be nationals of one of the EU Member States and enjoy full rights as a citizen;
2. be permanent officials of the Union institutions, or temporary agents to whom Article 2(e) of the Conditions of Employment of Other Servants (CEOS) applies, or staff from diplomatic services of the Member States;

[2] According to the Annex I of the Staff Regulations and the relevant EEAS internal rules.
[3] All the eligibility criteria must be met on the closing date for applications to this post.

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

4. have at least six years' proven, pertinent external relations experience - for staff from national diplomatic services this experience must have been gained from working in a national administration of one of the Member States.

Without prejudice to exemptions exceptionally granted in the interest of the service by the Appointing Authority or, when applicable, the Consultative Committee on Appointment (CCA) on behalf of the Appointing Authority, an official or a temporary agent, to whom Article 2(e) of the Conditions of Employment of Other Servants (CEOS) applies, applying for a posting shall be subject to the following conditions by the time of posting[4]:

a. the candidate should serve in an EU Delegation for not more than two consecutive postings;

b. the candidate shall be in a position to serve the full duration of the posting within the duration of their service with the EEAS or before reaching the age of retirement foreseen under Article 52(a) of the Staff Regulations;

c. the candidate serving in a posting at the time of the application must be in the last calendar year of their posting on the closing date for applications, unless they apply for a higher type of post;

d. the candidate must have served a minimum of two years in headquarters after having returned from a post in a Delegation by the date when they are expected to take up duty in the new posting, unless in the case of career progression;

e. the candidate is not eligible for posts/functions to which they have already been assigned in the same Delegation;

f. the candidate is not eligible for a posting in a Delegation in which they have already served unless a minimum of two years would have elapsed between the start of the new posting and the end of a previous posting in that Delegation;

g. the candidate is not eligible for a third posting to the same Delegation, irrespective of the functions;

h. the candidate is not eligible for a non-family, compound-confined posting unless a minimum of two years would have elapsed between the start of the new posting and the end of a previous compound-confined, non-family posting;

i. the candidate is eligible to apply only for a post corresponding to the type of post occupied at the time of the application or to a higher type of post as listed in Annex I to the Staff Regulations;

Without prejudice to the conditions laid above, and without prejudice to authorisation exceptionally granted in the interest of the service by the Appointing Authority or, when applicable, the Consultative Committee on Appointment (CCA) on behalf of the Appointing Authority, candidates for a management post in a Union Delegation shall:

a. have served a minimum of two years in a Union Delegation or in a diplomatic mission of an EU Member State;

[4] ADMIN (2024) 20 Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 24/07/2024 on the periodic serving of Officials and Temporary Agents in Union Ddelegations and replealing Decision ADMIN(2021) 221 of 01/07/2021

b. have no less than three years' management experience with responsibility for at least six subordinate staff members[5];

c. not have been accredited as a resident diplomat to the country of the posting at any time during the two years preceding the start date of the assignment indicated in the vacancy notice;

d. apply to posts that correspond to the type of post occupied at the time of the application or to a higher type of post as listed in Annex I to the Staff Regulations.

- SPECIFIC ELIGIBILITY CRITERIA FOR EU OFFICIALS

1. EU officials applying for this post must be AD 9 – AD 14.

   EU officials at AD 8 are eligible to apply if they have at least 2 years seniority in that grade.

   In the event of a successful application, EU officials at AD 9 – AD 14 will be appointed at the same grade. EU officials at AD 8 will be promoted to grade AD 9.

2. Due to the need to ensure sound financial management of the limited financial resources and given the fact that the assignment of a staff member to a Delegation has important budgetary and business continuity implications, applications from staff members currently serving in a Delegation and who are not in the annual rotation/ mobility exercise are in principle not eligible and may only be considered in the interest of the service or in case of an application for a higher type of post (further on, "career progression").[6] In addition, if they wish to apply for a post on the basis of career progression, they should have spent at least 2 years on their current post when they take up duty.

3. Candidates who, at the time of the application, are EU officials, independently of their administrative status under Article 35 of the SR, cannot request to be recruited as temporary agents under Article 2(e) of the CEOS.

   In the case of applications from EU officials on leave for personal grounds, successful candidates will be reinstated into active employment within the meaning of Articles 35(a) of the SR.

- SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE NATIONAL DIPLOMATIC SERVICES OF THE MEMBER STATES TO BE RECRUITED IN ACCORDANCE ARTICLE 98(1), FIRST SUBPARAGRAPH, OF THE SR.

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

1. possess a level of education

   a. which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more,

[5] In their CVs applicants should indicate management experience in terms of: (1) title and role of management positions held, (2) numbers of staff overseen in these positions, (3) the size of budgets managed, and (4) numbers of hierarchical layers above and below and number of peers.

[6] 'Career progression' refers to applications for a higher type of post according to Annex I of the SR. It is designed to allow staff to develop within the organisation. In this case, it refers to "Administrators" in grade AD 8 with 2 years seniority in this grade, who are applying to a "Head of Unit or equivalent" type of post for the first time.

OR

b. which corresponds to completed university studies attested by a diploma and relevant professional experience of at least one year when the normal period of university education is at least three years.[7]

2. have gained at least 12 years' full time professional experience. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience;

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

3. Candidates from national diplomatic services and current temporary agents engaged under Article 2(e) CEOS must be able to return to active service with their Member State after the end of their period of service to EEAS.

   The candidates shall provide a statement issued by their national diplomatic service, which contains at least the following elements:

   - the post to which the candidate applies;
   - that the candidate is a staff member in active service in the national diplomatic service of their respective member state at the time of application, either as an official or under a permanent employment relation.
   - that the national diplomatic service endorses his/her application to the post
   - A guarantee of immediate reinstatement in the national diplomatic service after the end of their contract with the EEAS/ the end of their secondment.

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

   Furthermore, candidates must be in a position to serve during the full duration of their assignment within the maximum duration of engagement in the EEAS.

Candidates from the Member States should be in active employment in their public service of origin at the moment of the application.

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

- SPECIFIC ELIGIBILITY CRITERIA FOR TEMPORARY AGENTS TO WHOM ARTICLE 2(E) OF THE CEOS APPLIES

Due to the need to ensure sound financial management of the limited financial resources and given the fact that the assignment of staff to a post of the establishment plan in Delegation or in Headquarters has important budgetary and business continuity implications, applications from temporary agents currently employed in the EEAS under Article 2(e) of the CEOS will be considered only during the third year of their first contrac, unless they apply for a higher type of post.t.

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

8 ADMIN(2023) 24 Decision of the High Representative of the Union for Foreign Affairs and Security Policy of the 14/07/2023 on the maximum duration of engagement by the European External Action Service of non-permanent staff under successive limited duration contracts of different types, and on the minimum lapse of time between successive contracts under Article 2(e) of the CEOS

They must provide a statement issued by their national diplomatic service containing the elements provided for by the specific eligibility criteria for candidates from national diplomatic services of the Member States.

Candidates from national diplomatic services who, at the time of their application, are Temporary Agents to whom Article 2(e) of the CEOS applies, are eligible to apply, irrespective of their current grade, provided that they fulfil the general eligibility criteria.

Selection Criteria

The applications of the candidates will be screened in the pre-selection phase according to the following general criteria

1. General skills and competencies

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

2. Knowledge/experience in functioning of the European Union

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

3. Regional knowledge and language skills

- Have proven experience in and knowledge of the key areas of activity of the Delegation;

Furthermore,

- Candidates must be able to work in a different socio-cultural environment and to adapt quickly to evolving situations, be resilient to high workload and pressure;
- experience in working in a Delegation or an Embassy, an international organisation, or significant experience of external relations in the field;
- strong knowledge and understanding of the EU's relations with the United States
- experience in working in or with the United States;
- knowledge of the wider domestic and regional context;

would be a strong asset.

TYPE AND DURATION OF CONTRACT FOR NEW TEMPORARY AGENTS

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

The successful candidate will be offered a temporary contract under Article 2(e) of the CEOS. Such contracts may not exceed 4 years in duration; their expiry will as far as possible be aligned with the usual date of mobility at Headquarters (currently 31 August of each year). The contract of successful candidates who are temporary agents under Article 2(e) CEOS currently employed in the EEAS will be amended and renewed for a 4 years period, within the limits provided for by Article 50(b)(2) of the CEOS.

All newly engaged temporary staff will be required to complete a probationary period of 9 months in accordance with Article 14 of the CEOS. If the successful candidate has already successfully completed the required probationary period under Article 14 of the CEOS, a management trial period of the same duration will nevertheless be required to be completed in accordance with Article 44, second subparagraph of the SR, read in conjunction with Article 20(4) of the CEOS, and with Article 7 of the ADMIN(2024) 19 Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 22/07/2024 on middle management staff, where the successful candidate is assigned for the first time to a management post.

PLACE OF EMPLOYMENT

Washington DC, USA.

POST AVAILABLE: 1 January 2027.

SPECIFIC CONDITIONS OF EMPLOYMENT

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

The selected candidate will be required to obtain a Personnel Security Clearance (PSC) at the level required for the present post in accordance with national laws and regulations of his or her Member State and with the procedure laid down in the Decision ADMIN(2025)42 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information of 20/11/2025 and in Annex A I of the Decision ADMIN(2023) 18 on the security rules of the EEAS.

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

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

Successful candidates from the national diplomatic services of the Member States will be required to make a declaration of their commitment to act independently in the public interest and a declaration of any interests which might be considered prejudicial to their independence.

EQUAL OPPORTUNITIES

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

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

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

PROCEDURE[9]

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 in order to avoid automatic exclusion from the selection procedure.

Candidates must apply through the on-line system

https://eapplication.eeas.europa.eu

To log on to the system, an ECAS (European Commission Authentication Service) password is required; candidates without a password can register to get one through the afore-mentioned link. EU staff members with a professional ECAS account should use that account for their application. A helpdesk facility is available via the "Contact Support" function within the on-line system.

During the on-line application procedure candidates will have to upload their CV and motivation letter (in English or French). Candidates are invited to use the "Europass" CV format (https://europass.cedefop.europa.eu/documents/curriculum-vitae) for their applications.

Candidates from the Member States will, in addition, have to upload a copy of their passport/ID and a recent statement by their Ministry for Foreign Affairs (issued within the past 6 months) confirming their membership of a diplomatic service.

9 Your personal data will be processed in accordance with Regulation (EC) 2018/1725. The privacy statement is available on EEAS webpage: http://eeas.europa.eu/data_protection/rights/index_en.htm

All candidates will have the opportunity to follow the progress of their application through the on-line system.

The closing date for the submission of applications is **1 December 2026 at 12.00 midday** (Brussels' time - CET). Please note that the only way to submit an application is using the on-line system.

As the system may experience peak activity around the deadline, candidates are strongly advised to submit their application as early as possible. Late applications will not be accepted.

For correspondence concerning the selection procedures, please use the following email address: cca-secretariat@eeas.europa.eu .

2. Pre-selection

Pursuant to Article 9(3)(a) of the Decision ADMIN(2024) 20 of the High Representative of the Union for Foreign Affairs and Security Policy, of 24/07/2024, on on the periodic serving of Officials and Temporary Agents in Union Delegations, the pre-selection will be done by the the pre-selection will be done by a panel chaired by the Director responsible for human resources. The panel shall review the eligibility of candidates and shall then establish a list of those eligible candidates who best meet the selection criteria on the basis of the requirements of the post as set out in this vacancy notice.

3. Selection

These pre-selected candidates shall be invited to an interview by the panel. They may also be invited to an Assessment Centre. Based on the performance of the candidate during the interview, and, when applicable, taking account of the Assessment Centre results, the panel shall establish a shortlist of candidates. The reasoned recommendations of the panel shall be submitted for a decision by the Appointing Authority.

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

CONTACT: Ms. Delphine PRONK, Managing Director for the Americas

delphine.pronk@eeas.europa.eu

Vacancy Notice
Seconded National Expert

Policy Officer - Medical Coordination,
Managing Directorate, Civilian Operations Headquarters, Division DSG-DEF.MD-CIVOPSHQ.5, Security and Health

AD level post – cost-free

Job no. 488828

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.

Functions and Duties

Under the authority of the Head of Division and as part of the duty of care obligations of the command structure, the Medical Coordination Officer is expected to perform the following tasks:

In line with the Security and Duty of Care Policy for civilian CSDP Missions (doc. 11054/25 dated 30 June 2025), support the development and implementation of all policies and procedures related to the Security and Duty of Care responsibilities regarding civilian CSDP Missions:

- support the Civilian Operations Commander on health and medical issues;
- act as a point of contact to support, assist and advise Missions and other stakeholders on medical, health and related safety issues;
- monitor and support the implementation of medical clearance policy, sick leave entitlement management, special maternity/paternity leaves;
- monitor health and safety standards at work, and preventive care measures including vaccinations;
- ensure consistency of medical delivery across all Missions;
- assist in the recruitment of qualified medical staff for all missions;
- assist in evaluating medical facilities in mission areas and participate to compliance visits as well as fact finding missions;
- assist the Crisis Response mechanisms when activated in case of critical incident, and contribute to the after-action review as a medical expert;
- contribute to policy development on health and safety issues, including through developing and implementing standardized medical Standard Operations Procedures (SOP) and through identifying and implementing medical quality assurance procedures;
- provide a liaison capability (point of contact) between Missions and Health/High Risk Insurance providers to support CASEVAC/MEDEVAC and medical referrals;
- liaise closely with the EUMS, EEAS and other relevant EU Commission medical actors.

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.

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

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 is available immediately.

Place of secondment

Brussels

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:

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

[2] Article 12(4) of the EEAS SNE Decision (Decision ADMIN(2026) 18 of 20 July 2026).

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

- Doctorate in Medicine (MD). Post graduate training in occupational medicine or a related medical specialisation and experience in emergency medicine and health care management.
- Current registration without restrictions to practice medicine in own country or another EU member state.
- A minimum of ten (10) years of progressively responsible clinical experience including five (5) years of combined clinical and management experience. Previous experience managing international multidisciplinary healthcare teams is desirable.
- Formal training in Advanced Trauma Life Support (ATLS), or Pre-Hospital Trauma Life Support (PHTLS) or Advance Cardiac Life Support (ACLS) instructor or provider course.
- 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).
- Experience in Tropical medicine and Public Health and an experience within an EU CSDP mission would be an asset.

[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.

B. Skills required

- Have strong organisational and managerial skills, sense of initiative and ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands.
- Have excellent interpersonal skills.
- Have ability to work and communicate in interdisciplinary and intercultural teams.
- Demonstrate gender awareness and sensibility and the ability to integrate a gender perspective into y tasks and activities.
- Have excellent analytical capability as well as excellent drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.
- Be prepared to travel on mission to current or potential crisis areas and to do so at short notice.
- Have the ability to exercise greatest discretion with regard to all facts and information coming to his/her knowledge in the course of or in connection with the performance of his/her duties.

C. Languages

- Excellent command of written and spoken English, in particular good report-writing skills; good knowledge of written and spoken French.
- Knowledge of additional language(s) would be a strong asset.

D. Personal Qualities

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

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-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:
Javier Prieto - Head of Division, +32 2 584 22 18 email Javier.prieto@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 ADMIN(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 : Name / Family Name Birth Date EU/non-EU nationality(ies):	
Spouse/partner's professional activities:	
Dependents Name / Family Name Birth Date EU/non-EU 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 with the application

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 <u>with the application</u>

[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.STRAT.3 Division, Strategic Communication Regional Teams and Coordination of Task Forces, 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 18/12/2026** (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 (**SECRET EU/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: Ms Obermaier, Head of Division GII.GLOBAL.STRAT.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 18/11/2026 15:57 (UTC+01) in accordance with Article 11 of Commission Decision (EU) 2021/2121

Vacancy Notice
Seconded National Expert

Information and Communication Officer

Directorate for Policy Planning and Strategic Communication
Division STRAT.3 - Strategic Communication Regional Teams and Coordination of Task Forces

AD level post – cost-free

Job no. 512798

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 Directorate for Policy Planning and Strategic Communication supports the High Representative-Vice President of the European Commission (HRVP) and the European External Action Service (EEAS) in implementing the EU common foreign, security and defense policies, by providing strategic analysis, foresight as well as communication advice and support,

including through closing space for Foreign Information Manipulation and Interference (FIMI) and building resilience against it. The Directorate develops Strategic Communication and Public Diplomacy activities across a wide range of geographic and thematic topics and works in close cooperation with EU Delegations, Member States, international partners and relevant services from other EU institutions.

Within the Directorate, the Division "Strategic Communication regional teams and coordination of Task Forces" (STRAT.3) provides strategic communication support in the implementation of EU foreign and security policy in Europe and the Western Balkans, Eastern Europe and Central Asia, Middle East and North Africa, Sub-Saharan Africa, Americas and Asia Pacific. The Division develops and implements specific strategic communication actions focused on advancing EU policies, values and interests. The Division also conducts awareness raising campaigns about the harmful impact of disinformation and contributes to the development of effective policy responses in the EU and at the international level. The Division - and the geographic Task Forces it coordinates - contribute to effective and fact-based strategic communication and the strengthening of the overall media environment and civil society in the regions it covers.

Functions and Duties

We propose the post of a "cost-free" Seconded National Expert on the position of an Information and Communication Officer in the Directorate for Policy Planning and Strategic Communication. The successful candidate will join the Division STRAT.3 - Strategic Communication Regional Teams and Coordination of Task Forces.

The expert will support overall EU efforts to strengthen strategic communication. She/he will contribute to EU strategic communication efforts in the Asia Pacific region.

The expert will be required to work in close coordination with the relevant divisions of the EEAS, the European Commission, the Council, the Parliament, the EU Delegations, the Spokespersons Service, EU MS representatives and the expert community in the priority regions, as well as external contractors and other relevant networks.

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

- Contribute to delivering strategic communication in support of the HRVP and the EU Foreign Policy in close cooperation with EU Delegations in the region and other EU institutions in HQ;
- Contribute strategic advice to the EEAS, particularly the ASIAPAC Department, on communication strategies towards audiences in the region;
- Analyse the information environment of countries in the Asia Pacific region including actors, channels, and narratives;
- Design and develop support activities, including training and coaching, for EU Delegations and Member States Embassies in the region, to increase their capacity to analyse their overall communication environment as well as to detect and analyse potential threats coming from disinformation and foreign manipulative interference;

- Contribute to the design and implementation of communication campaigns, projects and capacity building initiatives to achieve EU communications objectives for the Asia Pacific region through strategic communication and public diplomacy;
- Engage with relevant stakeholders and target groups in the EU and in Asia Pacific – in cooperation with the EU Delegations – to build trust and understanding on the EU and on the approach and objectives of EU strategic communications and public diplomacy efforts;
- Contribute to shaping and implementing communication activities around high-level missions and summits with EU leaders, together with other stakeholders (Council, Commission, Spokesperson's Service), related to Asia Pacific;
- Contribute to supporting EU Delegations on communication, press and public diplomacy activities including by organising and participating in the regular regional conference calls, communication training and regional seminars;
- Work together with relevant EU institutions, services and bodies on strategic medium and long-term communication activities and campaigns and participate in relevant internal and external meetings;
- Contribute to developing projects aiming to bolster the EU's perception and to reduce the harmful impacts and build resilience against FIMI (media literacy, media support, awareness raising, situational awareness capacity building for civil society organisations);
- Provide briefing notes, reports, assessments, analysis, draft policy decisions/ suggestions in the area of geographical 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.

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

Place of secondment

Brussels

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:

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:

The EEAS is seeking a dynamic, proactive and highly motivated colleague with strong communication and networking skills to occupy the post of Seconded National Expert (SNE).

The candidate will work closely with the relevant services within the EEAS, the Commission and the EU Delegations. The position of Information and Communication Officer encompasses the tasks of contributing to the development and implementation of EU's strategic communication approach in EU Foreign Policy, and to implement the Public Diplomacy policy in EU's external relations with a focus on MENA.

The candidate should have a good understanding of EU policy-making and decision-making processes, and an understanding of inter-institutional relations as well as have relevant political experience in the proposed areas. He/she will have to work in an international and multicultural environment in close synergy with Member States and EU institutions.

A. Professional knowledge

- Have a professional experience of at least 5 years, preferably in the Ministry of Foreign Affairs, in an Embassy, or in an international organisation;
- Have good knowledge of external relations and functioning of the Union;
- Have good knowledge and experience in strategic communication and public diplomacy;
- Have strong drafting, communication and analytical skills combined with sound political judgement.

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 a multicultural team, to coordinate and to communicate effectively and ability to establish and maintain a network of contacts both within and outside the EEAS;

[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.

- 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;

- Have solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

C. Languages

A thorough knowledge (capacity to write and speak) in English (level C2) is required as well as intermediate knowledge of French (Level B2).

D. Personal Qualities

- Have the capacity to adapt quickly to new situations and deal with new challenges.

- Have the ability to work in a team, to coordinate with other teams and to communicate effectively.

Furthermore:

- Have experience working in, or focused on, the Asia Pacific region;
- Have experience developing and implementing innovative communications actions and strategic communications campaigns, preferably in the Asia Pacific context;
- Have prior experience in managing projects implemented by external contractors;
- Experience in analysing and countering disinformation and Foreign Information Manipulation and Interference (FIMI);
- Experience of working in a team in a multi-disciplinary and multi-cultural environment;
- Experience in working with or within other EU institutions.

Would be advantageous.

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: **SECRET EU/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[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

[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).

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:
Ms. Nina Obermaier, Head of Division, Nina.OBERMAIER@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 ADMIN(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 POL.EURCA.EAST.3 (Russia) Division, 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 23/12/2026** (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 ADMIN(2026) 18 of the High Representative of 20 July 2026
- Vacancy Notice

Cc: Mr Jan Hofmokl, Deputy Head of Division POL.EURCA.EAST.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 20/11/2026 10:56 (UTC+01) in accordance with Article 11 of Commission Decision (EU) 2021/2121

Vacancy Notice
Seconded National Expert

Desk Officer in the Russia Division
Department for Europe and Central Asia POL.EURCA.EAST.3 (Russia Division)

AD level post – cost-free

Job no. 339302

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 post of a "cost-free" Seconded National Expert on the position of Desk Officer in the Russia Division, POL.EURCA.EAST.3.

The successful candidate will join the Russia Division in the EURCA.EAST Department of the EEAS, responsible for policy definition, strategic planning and the implementation of the EU's policy towards Russia. It provides support and advice to the HR/VP and the EEAS management on all aspects related to Russia.

Functions and Duties

Expert/Political Officer is expected to perform the following tasks:

- Follow the socio-economic situation, aspects, trends and / or developments related to Russia, including in Russia foreign relations;

- Follow Russia's foreign relations, in particular Russia-Ukraine;

- Analyse and / or assess relevant information in order to develop, support, implement and / or monitor policy-making, and planning decisions;

- Provide strategic reflections, outlook and guidelines on EU's approach vis-a-vis Russia and relevant sectoral policies;

- Draft briefings, lines to take, speeches, replies to questions from Members of the European Parliament and other materials;

- Implement, ensure and monitor the proper implementation of EU policies or application of EU legislation in the area of activity of the Division;

- Organise and maintain relations, co-ordination, and contacts with the relevant Council working groups, Member States, third countries, the European Parliament and other EU institutions;

- Carry out and respond to Commission inter-service consultations;

- Communicate relevant policy to outside organisations and contacts

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

[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).

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

Brussels

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:

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

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, and sound political judgment and skills;
- Detailed knowledge of EU institutions and decision-making mechanisms as well as of EU sectoral policies;
- Previous experience in/of the region would be considered as an asset.

B. Skills

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required.
- Have the ability to work in 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

- A thorough knowledge (capacity to write and speak) in French and English is required. Knowledge of Russian would be considered as a strong asset.

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

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.

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

[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).

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:
Jan Hofmokl, acting Head of Division, +32 2 584 27 53 email: jan.hofmokl@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 ADMIN(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/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 MD-PSD.SECDEFPOL.6, 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 16 December 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, "Staff Management" 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 SECRET UE / 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: Mr Stadejek, Director MD-PSD.SECDEFPOL

[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 20/11/2026 14:32 (UTC+01) in accordance with Article 11 of Commission Decision (EU) 2021/2121

Vacancy Notice
Seconded National Expert

Maritime Security Policy Officer,
Security and Defence Policy Directorate, MD-PSD.SECDEFPOL
Maritime Security Division (SECDEFPOL.6)

AD level post – cost-free

Job no. 528071

WE ARE:

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

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

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

WE PROPOSE:

The position of a Maritime Security Policy Officer within the EEAS Maritime Security Division (MD-PSD.SECDEFPOL.6). Working under the direct authority of the Head of Division/ Senior Coordinator for Maritime Security, working closely with one other policy officer, the policy officer will focus on the implementation of EU maritime security policy priorities in the Red Sea, Gulf and Western Indian Ocean.

The Maritime Security Division of the Managing Directorate for Peace, Security and Defence (MD-PSD.SECDEFPOL.6) has lead responsibility within the EEAS for coordinating and implementing the EU's maritime security policy in its external aspects. In close cooperation with relevant Commission services, the division supports the implementation of the EU's Maritime Security Strategy (revised in October 2023). It engages in dialogue and consultations with regional and international organisations and partner countries across the world on maritime security-related issues. Under the authority of the Head of Division/ Senior Coordinator for Maritime Security, the division also supports the implementation of the Coordinated Maritime Presences in the Gulf of Guinea.

Functions and Duties

- Advise and support the Senior Coordinator for Maritime Security on the implementation of the EU's Maritime Security Strategy, with a particular focus on the Red Sea, Gulf, and Western Indian Ocean, including in relation to regional maritime security structures (e.g. DCOC-JA, IORA, IOC);
- Assist the Senior Coordinator for Maritime Security in providing strategic and policy guidance to the FPI-funded EnMAR+ project on priorities and activities in the region;
- Monitor and report on issues of relevance for maritime security in the Red Sea, Gulf and Western Indian Ocean, including issues relevant to EU naval operations operating in the region;
- Help prepare dialogues with third states in the maritime security domain, promote joint naval exercises and capacity-building activities, and prepare briefings as required;
- Work with EU Delegations in the region in the organization of events and activities relating to maritime security, including in close cooperation with the FPI-funded EnMAR+ project;
- Support other EEAS services, such as Geographical Divisions and EU Delegations, with maritime security expertise;
- Contribute to the programming, design and coordination of EU technical assistance and capacity-building initiatives in support of the EU's integrated approach to maritime security in the region;
- Contribute to strategic communication on EU maritime security activities in the region;
- Coordinate with the relevant Member State initiatives in line with a Team Europe approach;
- Respond to inter-service consultations related to maritime security;
- Support the work of colleagues in all other areas of activity of the division, and step in to cover these areas as needed

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 available from 01/11/2026.

Place of secondment

Brussels

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.

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;

[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).

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

- university diploma;
- 3 years' relevant professional experience and ideally professional experience in multinational organisations;
- have experience and knowledge of CFSP and CSDP;
- relevant experience of EU maritime security policy and global security issues. Previous experience related to maritime security and/ or the Red Sea, Gulf, and Western Indian Ocean region would be desirable.

B. Skills required

- have the ability to address effectively complex issues 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;

[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.

- have the ability to work professionally as a member of the division, in mixed-composition task forces and working groups, in an interesting but challenging environment;
- good computer skills are essential, notably in word processing, spreadsheets, presentations software, Internet / Intranet and email systems. Knowledge of other IT tools would be an asset.
- national security clearance at SECRET UE level. Such clearance needs to be obtained from the competent authorities before secondment to the European External Action Service. It must be valid for the entire period of secondment. In its absence, the EEAS reserves the right to refuse the secondment as a national expert.

C. Languages

- excellent command of written and spoken English, in particular good report-writing skills; good knowledge of written and spoken French.
- knowledge of additional language(s) would be a strong asset.

D. Personal Qualities

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

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].

[5] 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[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.

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

[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).

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:
Alison Weston, Head of Division, +32 2 584 5178, alison.weston@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 ADMIN(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 : Name / Family Name Birth Date EU/non-EU nationality(ies):	
Spouse/partner's professional activities:	
Dependents Name / Family Name Birth Date EU/non-EU 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 with the application

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.

Vacancy notice 2026- 208 HQ (AD) –Head of Division Civilian Operations Headquarters Office

EEAS Vacancy Notice –

Head of Division Civilian Operations Headquarters Office

Type of post "Head of Unit or equivalent"

EU Officials (AD 9 – AD 14) – Candidates from the Member States[1] (AD 12)

We are:

The European External Action Service (EEAS) supports the High Representative in the exercise of his mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), to represent the EU and to chair the Foreign Affairs Council.

It also supports the High Representative in her capacity as Vice-President of the Commission with regard to her responsibilities within the Commission in the external relations field, including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the EU Member States as well as with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

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

We propose:

The post of Head of the Civilian Operations Headquarters Office ("CivOpsHQ.Office").

Under the direct authority of the Managing Director, the Head of Division exercises the management responsibility for the activities of the Division, is responsible for coordinated support and strategic advice to the MD and DMD, and s/he facilitates internal coordination within CivOpsHQ.

The main responsibilities are as follows:

- manage, organise and coordinate the activities of the Division and its staff members;
- monitor and ensure the timely implementation of goals and tasks assigned to the Division, including under tight schedule;
- motivate, coach and lead a multinational expert team, ensure efficient staff and personnel administration of the Division;
- ensure the development of policies and the coordination and management of the EEAS' overall contribution as regards the multi-annual programming of EU external financing assistance and related-budgetary issues;

– Is responsible for the management of all experts and advisers and facilitates daily support and strategic advice to the MD and DMD CivOpsHQ in the fields of activity of the division (legal, communication, leadership, inspections, etc.).

[1] Temporary Agents from national diplomatic services of the Member States to whom Article 2(e) of the CEOS applies will also be reclassified to this grade if selected for the post.

- Contribute to the establishment of the work programme of the CivOpsHQ (objectives, outputs, deadlines) and check the quality of the divisions' output.
- Monitor the work of all experts, advisors, and assistants in the Division within their respective areas of activity.
- On behalf of MD or DMD, and at their request, proceed with coordination tasks within the Managing Directorate, and to this aim create temporary task forces or working groups as appropriate, to address specific and cross-cutting issues.
- On behalf of MD or DMD, and at their request, facilitate coordination and information exchange between CivOpsHQ divisions and between CivOpsHQ divisions and other internal and external stakeholders.
- Set clear objectives and define the strategy and policies of the division on the basis of the work program of the CivOpsHQ.
- Lead, programme, organise and coordinate the correct functioning of the division and ensure adequate quality control.
- Allocate tasks / responsibilities to division staff according to their own Job description.
- Contribute to develop, implement and review internal guidelines, SOPs and good practices within the division's remits.
- Exercise managerial responsibility and observe Human Resources procedures for i.a. appraisal, promotion, mobility, underperformance, harassment, disciplinary issues in the division. In this endeavour, the Head of Division should closely coordinate with MD and DMD.
- Supervise and approve within the remits of authority administration procedures for the division, e.g. leave, missions, flexitime, part-time work, training, etc...
- Ensure staff are trained and developed to meet the needs of the division. Monitor and evaluate individual performance.
- Establish and update job descriptions for all jobs in the division.
- Advise / counsel staff concerning career development.
- Contribute to the analysis and definition of the division's policies and strategies for the implementation of the Annual Management Plan (AMP) of the Managing Directorate.
- Upon MD or DMD request, liaise with relevant counterparts on issues relating to the implementation of specific CivOpsHQ policies.
- Contribute to ensure appropriate co-ordination with the European Military Staff and relevant EEAS, European Commission, European Parliament and Council entities, in any aspects pertaining to the Division's remits.
- Upon MD or DMD request, attend relevant EEAS Committees and Council working groups.

This position is classified as a "Head of unit or equivalent" type of post[2] in the grade bracket AD 9 – AD 14.

If selected for the post, candidates from the national diplomatic services of Member States will be recruited at grade AD 12.

If selected for the post, the contract of candidates who, at the time of their application are temporary agents to whom Article 2(e) of the Conditions of Employment of Other Servants (hereafter, the "CEOS") applies, will be amended and, if applicable, these candidates will be reclassified at grade AD12.

The duration of the assignment to the post shall be, in principle, four years.

Legal Basis for the recruitment to this position

The successful candidate for this position will be:

- appointed in accordance with Article 29(1) of the Staff Regulations of Officials of the EU (SR) if he or she is an EU official;

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

– recruited in accordance with Article 29(1)(a) and Article 98(1), first subparagraph, of the SR, if the candidate is a member of the national diplomatic service of a Member State or reassigned if he/she is a temporary agent to whom Article 2(e) of the CEOS applies. Such candidates shall be recruited or, if applicable, assigned at grade AD 12 or at their current grade if it is higher.

The selection procedure is also governed by the rules and conditions enshrined in Decision ADMIN(2024) 19 of the High Representative of the Union for Foreign Affairs and Security Policy of 22/07/2024 on middle management staff.

We look for:

Eligibility Criteria[3]

General

Further to the conditions set out in Article 28 of the SR and Article 12 of the CEOS for temporary agents, candidates must:

1. be an EU official, or a temporary agent to whom Article 2(e) of the CEOS applies, or a member of staff from national diplomatic services of the Member States; members of other national administrations of the member states may also express interest as per the specific eligibility criteria.
2. have the capacity to work in the languages of the CFSP and external relations (English and French), necessary for the performance of their duties. Knowledge of other EU languages would also be an asset;
3. have three years' management experience commensurate with the responsibilities of the post;[4]
4. have at least six years' proven, pertinent external relations experience - for staff from national diplomatic services, this experience must have been gained from working in a national administration of one of the Member States.
5. Without prejudice to exemptions authorised by the Appointing Authority (AA) / Authority Authorised to Conclude Contracts of Employment (AACC) for exceptional and justified reasons, the candidate shall be in a position to serve the full duration of the posting within the duration of their service with the EEAS or before reaching the age of retirement foreseen under Article 52(a) of the Staff Regulations.

- SPECIFIC ELIGIBILITY CRITERIA FOR EU OFFICIALS

1. EU officials applying for this post must be AD 9 – AD 14.

   EU officials at AD 8 are eligible to apply if they have at least 2 years seniority in that grade.

   In the event of a successful application, EU officials at AD 9 – AD 14 will be appointed/assigned to the post in the same grade. EU officials at AD 8 will be promoted to grade AD 9.

2. Due to the need to ensure sound financial management of the limited financial resources and given the fact that the assignment of a staff member to a Delegation has important budgetary and business continuity implications, applications from staff members currently serving in a Delegation and who are not in the annual rotation/mobility exercise are in principle not eligible and may only be considered in the interest of the service or in case of an application for a higher type of post (further on, "career progression").[5] In addition, if they wish to apply for a post on the basis of career progression, they should have spent at least 2 years on their current post when they take up duty.

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

[4] In their CVs, applicants should indicate management experience in terms of: (1) title and role of management positions held, (2) numbers of staff overseen in these positions, (3) the size of budgets managed, and (4) numbers of hierarchical layers above and below and number of peers.

[5] 'Career progression' refers to applications for a higher type of post according to Annex I of the SR. It is designed to allow staff to develop within the organisation. In this case, it refers to "Administrators" in grade AD 8 with 2 years seniority in this grade, who are applying to a "Head of Unit or equivalent" type of post for the first time.

3. Candidates who, at the time of the application, are EU officials, independently of their administrative status under Article 35 of the SR, cannot request to be recruited as temporary agents under Article 2(e) of the CEOS.

   In the case of applications from EU officials on leave for personal grounds, successful candidates will be reinstated into active employment within the meaning of Articles 35(a) of the SR.

- **SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE NATIONAL DIPLOMATIC SERVICES OF THE MEMBER STATES TO BE RECRUITED IN ACCORDANCE ARTICLE 98(1), FIRST SUBPARAGRAPH, OF THE SR.**

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

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

1. possess a level of education
   a. which corresponds to completed university studies attested by a diploma for which 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 for which the normal period of university education is at least three years.[6]
2. have gained at least 12 years' full time professional experience. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience;
3. Candidates from national diplomatic services and current temporary agents engaged under Article 2(e) CEOS must be able to return to active service with their Member State after the end of their period of service to EEAS.

   The candidates shall provide a statement issued by their national diplomatic service, which contains at least the following elements:

   - the post to which the candidate applies;
   - that the candidate is a staff member in active service in the national diplomatic service of their respective member state at the time of application, either as an official or under a permanent employment relation;
   - that the national diplomatic service endorses his/her application to the post;
   - A guarantee of immediate reinstatement in the national diplomatic service after the end of their contract with the EEAS/the end of their secondment.

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

Candidates from the Member States should be in active employment in their public service of origin at the moment of the application.

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

- **SPECIFIC ELIGIBILITY CRITERIA FOR TEMPORARY AGENTS TO WHOM ARTICLE 2(E) OF THE CEOS APPLIES**

6 The minimum of one year of professional experience required under (b) counts as an integral part of the above qualification and cannot be included in the professional experience required under point 3.

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

Due to the need to ensure sound financial management of the limited financial resources and given the fact that the assignment of staff to a post of the establishment plan in Delegation or in Headquarters has important budgetary and business continuity implications, applications from temporary agents currently employed in the EEAS under Article 2(e) of the CEOS will be considered only during the third year of their first contract, unless they apply for a higher type of post.

They must provide a statement issued by their national diplomatic service containing the elements provided for by the specific eligibility criteria for candidates from national diplomatic services of the Member States.

Candidates from national diplomatic services who, at the time of their application, are Temporary Agents to whom Article 2(e) of the CEOS applies, are eligible to apply, irrespective of their current grade, provided that they fulfil the general eligibility criteria.

- **POSSIBILITY FOR STAFF MEMBERS OF OTHER NATIONAL SERVICES TO EXPRESS THEIR 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.

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

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

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

(b) they should be in active employment in their public service of origin at the moment of the application.

(c) they must be able to return to active service with their Member State after the end of their period of service to EEAS.

(d) shall provide a statement issued by the **national diplomatic service/MFA**[8] of their Member State of origin which contains at least the following elements:

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

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**

The ideal candidate should:

- have the ability to maintain diplomatic relations and to ensure representation, communication and management in a complex, multicultural environment;

[8] ANNEX II of the "GUIDE TO THE TEMPORARY ENGAGEMENT ON PERMANENT EEAS POSTS OF STAFF SECONDED FROM MEMBER STATES" – Ares(2023)7155701 – 20/10/23

- have a demonstrated capacity to play a leading role in negotiations in the field of external relations, with third country national authorities, international organisations and EU Member States;

- have strong drafting, communication and analytical skills combined with sound political judgement;

- have excellent knowledge of external relations, internal policies and functioning of the Union; and a good knowledge of the EEAS;

Furthermore:

- experience in civilian CSDP notably in CivOpsHQ (or other relevant EEAS departments) and/or in EU CSDP Missions.

- knowledge and/or proven experience in the key areas of crisis management procedures and related legal and/or administrative procedures.

- experience of working in an Embassy, a Delegation (or equivalent in an international organisation) would be an asset.

TYPE AND DURATION OF CONTRACT FOR TEMPORARY AGENTS

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

The successful candidate will be offered a temporary contract under Article 2(e) of the CEOS. Such contracts may not exceed 4 years in duration; their expiry will as far as possible be aligned with the usual date of mobility at Headquarters (currently 31 August of each year). The contract of successful candidates who are temporary agents under Article 2(e) CEOS currently employed in the EEAS will be amended and renewed for a 4 years period, within the limits provided for by Article 50(b)(2) of the CEOS.

All newly engaged temporary staff will be required to complete a probationary period of 9 months in accordance with Article 14 of the CEOS. If the successful candidate has already successfully completed the required probationary period under Article 14 of the CEOS, a management trial period of the same duration will nevertheless be required to be completed in accordance with Article 44, second subparagraph of the SR, read in conjunction with Article 20(4) of the CEOS, and with Article 7 of the ADMIN(2024) 19 Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 22/07/2024 on middle management staff, where the successful candidate is assigned for the first time to a management post.

PLACE OF EMPLOYMENT

Brussels (Belgium)

SPECIFIC CONDITIONS OF EMPLOYMENT

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

The selected candidate will be required to obtain a Personnel Security Clearance (PSC) at the level required for the present post in accordance with national laws and regulations of his or her Member State and with the procedure laid down in the Decision ADMIN(2025)42 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information of 20/11/2025 and in Annex A I of the Decision ADMIN(2023) 18 on the security rules of the EEAS.

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

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

Successful candidates from the national diplomatic services of the Member States will be required to make a declaration of their commitment to act independently in the public interest and a declaration of any interests which might be considered prejudicial to their independence.

EQUAL OPPORTUNITIES

The EEAS strives to be a dynamic, respectful and inclusive Service. We value the talent and professional excellence of our staff, and are committed to building an organisation where gender equality and the respect of diversity are core values, as set out in the EEAS Mission Statement and the EEAS Agenda for Diversity and Inclusion. The EEAS is committed to achieving gender balance within its workforce and strives to avoid any form of discrimination during this selection procedure, as per Article 1(d) of the SR. We actively welcome applications from all qualified candidates without any discrimination based on any ground. We commit to recruit candidates with the highest standard of ability, efficiency and integrity, carrying out a selection based on merits required for the post and from the broadest possible geographical basis among the EU Member States.
The EEAS is committed to working with people with disabilities in the terms of the SR. If, by virtue of your medical condition or special needs, you require reasonable accommodation for a part or the entirety of this selection process, please send us an email to CCA-SECRETARIAT@eeas.europa.eu. Your request will be treated in strict confidence and no record will be kept. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Article 1(d)(4) of the SR.
All selected candidates are expected to adhere to the Principles of Professional Behaviour of the EEAS, which outline the need for integrity, transparency, respect, professionalism and accountability, and a zero tolerance approach to any form of harassment.

PROCEDURE[9]

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 in order to avoid automatic exclusion from the selection procedure.

Candidates must apply through the online system

https://eapplication.eeas.europa.eu

To log on to the system, an ECAS (European Commission Authentication Service) password is required; candidates without a password can register to get one through the aforementioned link. EU staff members with a professional ECAS account should use that account for their application. A helpdesk facility is available via the "Contact Support" function within the online system.

In case of connection problems, you can also refer to the complete EU Login user guide:
https://webgate.ec.europa.eu/cas/manuals/EU_Login_Tutorial.pdf

During the online application procedure, candidates will have to upload their CV and motivation letter (in English or French). Candidates are invited to use the "Europass" CV format (https://europass.cedefop.europa.eu/documents/curriculum-vitae) for their applications.

Candidates from the national diplomatic services of the Member States will, in addition, have to upload a copy of their passport/ID and a recent statement by their Ministry for Foreign Affairs (issued within the past 6 months) confirming their membership of a diplomatic service..

All candidates will have the opportunity to follow the progress of their application through the online system.

The closing date for the submission of applications is **14 December 12.00 midday** (CET - Brussels' time). Please note that the only way to submit an application is using the online system.

[9] Your personal data will be processed in accordance with Regulation (EC) 2018/1725. The privacy statement is available on EEAS webpage: http://eeas.europa.eu/data_protection/rights/index_en.htm

As the system may experience peak activity around the deadline, candidates are strongly advised to submit their application as early as possible. Late applications will not be accepted.

For correspondence concerning the selection procedures, please use the following email address: cca-secretariat@eeas.europa.eu

2. Pre-selection

Pursuant to Article 6 of the Decision ADMIN(2024) 19 of the High Representative of the Union for Foreign Affairs and Security Policy of 22/07/2024 on middle management staff, the pre-selection will be done by a panel appointed by the Director responsible for human resources. The panel shall review the eligibility of candidates and shall then establish a list of those eligible candidates who best meet the selection criteria on the basis of the requirements of the post as set out in this vacancy notice.

3. Selection

The pre-selected candidates shall be invited to an interview by the panel. Based on the performance during the interview, the panel shall establish a shortlist of candidates. Candidates who have been shortlisted will be required to have their management and leadership skills evaluated at an assessment centre, unless they fall within one of the exemptions foreseen in Article 6(4) of the abovementioned Decision. Based on the performance during the interview and, when applicable, taking account of the Assessment Centre results, the panel will establish a final shortlist of candidates, which will be submitted to the AA/AACC for a final selection.

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

CONTACT: Mr Stefano TOMAT, email: stefano.tomat@eeas.europa.eu

POST AVAILABLE: immediately

Vacancy notice 2026 – 195 DEL (AD) HOD NIGER

EEAS Vacancy Notice –

HEAD OF DELEGATION NIGER

Type of post "Head of Unit or equivalent"

EU Officials – AD 9 – AD 14 – Candidates from the Member States[1] – AD 12

We are:

The European External Action Service (EEAS) supports the High Representative in the exercise of her mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), of representing the EU and of chairing the Foreign Affairs Council.

It also supports the High Representative in her capacity as Vice-President of the Commission with regard to her responsibilities within the Commission in the external relations field, including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the EU Member States as well as with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

The European External Action Service (EEAS) is looking for an individual to fill the post of **Head of the European Union Delegation to Niger.**

The Delegation is placed under the authority of the High Representative of the Union for Foreign Affairs and Security Policy.

We propose:

The Head of Delegation to Niger is responsible for managing all staff, both EEAS and Commission personnel (33 staff in total, including nine officials or temporary agents), as well as the Delegation's financial resources.

The administrative budget currently amounts to approximately €1.5 million, while the EU development cooperation programme totals €50 million under the Neighborhood, Development and International Cooperation Instrument – Global Europe (NDICI–GE). In addition, several projects are financed through various EU thematic budget lines and West Africa regional programmes.

The Delegation's core areas of work cover political affairs, including human rights and governance; security; development, with a particular focus on agriculture, governance and education; and the external dimensions of Union policies, especially migration.

Niger is a key country in the Central Sahel, and the Head of Delegation will also be expected to monitor regional developments, particularly those relating to the Alliance des États du Sahel.

Engaging with the authorities on governance and other sensitive issues, including human rights, will require careful approach and considerable diplomatic dexterity.

The Head of Delegation to Niger will assist the High Representative and the Commission in fulfilling their mandates in the field of external relations, and will in particular have the following tasks:

[1] Temporary Agents from national diplomatic services of the Member States to whom Article 2(e) of the CEOS applies will also be reclassified to this grade if selected for the post.

- To maintain and further enhance bilateral relations across the whole policy spectrum, notably in the political, economic, commercial, security and international assistance coordination fields and to carry out and to promote regular political dialogue.
- To represent the EU in Niger to ensure EU coordination (lead coordination within the EU at local level and represent the EU), and to ensure a high degree of consistency between the different areas of the EU's external actions and between these and other EU policies;
- To pursue the EU's policies and their local coherence in all areas, to promote and protect the EU's interests and values, and to promote the visibility of the EU by carrying out press, information and communication activities, including through social media;
- To maintain contacts, exchange information and coordinate with Member States accredited to Niger in the implementation of EU policies and to report regularly to the Headquarters of the EEAS and the Commission as appropriate on all matters covered by his/her mandate and maintain relations with other EU institutions as well as any regional and international organisations in Niger;
- To provide advice and support to the EEAS Headquarters, to the Commission and to the office of the President of the European Council as appropriate on policy issues and developments arising within the framework of the EU-Niger bilateral relations;
- To ensure sound management of the Delegation, including financial management and correct application of the existing rules concerning the security of individuals (including the families of expatriated staff), goods and property as well as information; manage crises and ensure continuity of Delegation operations, including in the framework of business continuity.
- To ensure effective implementation as authorising officer by sub-delegation of any potential external assistance programmes in Niger and their reporting activities.

This position is classified as a "Head of unit or equivalent"[2] type of post in the grade bracket AD 9 – AD 14.

If selected for the post, candidates from the national diplomatic services of Member States will be recruited at grade AD 12.

If selected for the post, the contract of candidates who, at the time of their application are temporary agents to whom Article 2(e) of the Conditions of Employment of Other Servants (hereafter, the "CEOS") applies, will be amended and, if applicable, these candidates will be reclassified at grade AD12.

The place of employment is Niamey, Niger. It is a non-family posting.

The Living Condition Allowance is 40%.

The post will in principle be for a 2-year duration.

Legal Basis

The successful candidate for this position will be:

– appointed in accordance with Article 29(1) of the Staff Regulations of Officials of the EU (SR) if he or she is an EU official;

– recruited in accordance with Article 29(1)(a) and Article 98(1), first subparagraph, of the SR, if the candidate is a member of the national diplomatic service of a Member State or

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

reassigned if he/she is a temporary agent to whom Article 2(e) of the CEOS applies. Such candidates shall be recruited or, if applicable, assigned at grade AD 12 or at their current grade if it is higher.

We look for:

Eligibility Criteria[3]

General

Further to the conditions set out in Art 28 of the Staff Regulations (SR) or Art 12 of the Conditions of Employment of Other Servants (CEOS), candidates must:

1. be nationals of one of the EU Member States and enjoy full rights as a citizen;
2. be permanent officials of the Union institutions, or temporary agents to whom Article 2(e) of the Conditions of Employment of Other Servants (CEOS) applies, or staff from diplomatic services of the Member States;
3. have the capacity to work in languages of the CFSP and external relations necessary for the performance of their duties. Knowledge of other EU languages would also be an asset;
4. have at least six years' proven, pertinent external relations experience - for staff from national diplomatic services this experience must have been gained from working in a national administration of one of the Member States.

Without prejudice to exemptions exceptionally granted in the interest of the service by the Appointing Authority or, when applicable, the Consultative Committee on Appointment (CCA) on behalf of the Appointing Authority, an official or a temporary agent, to whom Article 2(e) of the Conditions of Employment of Other Servants (CEOS) applies, applying for a posting shall be subject to the following conditions by the time of posting[4]:

a. the candidate should serve in an EU Delegation for not more than two consecutive postings;
b. the candidate shall be in a position to serve the full duration of the posting within the duration of their service with the EEAS or before reaching the age of retirement foreseen under Article 52(a) of the Staff Regulations;
c. the candidate serving in a posting at the time of the application is eligible for a new posting if they are included in the rotation or mobility exercises or if the last day for submitting the applications for the vacancy notice is less than six months from the end of their ongoing posting, unless in the case of career progression;
d. the candidate shall have served a minimum of two years in headquarters after having returned from a post in a Delegation, unless in the case of career progression;

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

[4] ADMIN (2024) 20 Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 24/07/2024 on the periodic serving of Officials and Temporary Agents in Union Delegations and repealing Decision ADMIN(2021) 221 of 01/07/2021

e. the candidate is not eligible for posts/functions to which they have already been assigned in the same Delegation;

f. the candidate is not eligible for a posting in a Delegation in which they have already served unless a minimum of two years would have elapsed between the start of the new posting and the end of a previous posting in that Delegation;

g. the candidate is not eligible for a third posting to the same Delegation, irrespective of the functions;

h. the candidate is not eligible for a non-family, compound-confined posting unless a minimum of two years would have elapsed between the start of the new posting and the end of a previous compound-confined, non-family posting;

i. the candidate is eligible to apply only for a post corresponding to the type of post occupied at the time of the application or to a higher type of post as listed in Annex I to the Staff Regulations;

Without prejudice to the conditions laid above, and without prejudice to authorisation exceptionally granted in the interest of the service by the Appointing Authority or, when applicable, the Consultative Committee on Appointment (CCA) on behalf of the Appointing Authority, candidates for a management post in a Union Delegation shall:

a. have served a minimum of two years in a Union Delegation or in a diplomatic mission of an EU Member State;

b. have no less than three years' management experience with responsibility for at least six subordinate staff members[5];

c. not have been accredited as a resident diplomat to the country of the posting at any time during the two years preceding the start date of the assignment indicated in the vacancy notice;

d. apply to posts that correspond to the type of post occupied at the time of the application or to a higher type of post as listed in Annex I to the Staff Regulations.

- SPECIFIC ELIGIBILITY CRITERIA FOR EU OFFICIALS

1. EU officials applying for this post must be AD 9 – AD 14.

   EU officials at AD 8 are eligible to apply if they have at least 2 years seniority in that grade.

   In the event of a successful application, EU officials at AD 9 – AD 14 will be appointed at the same grade. EU officials at AD 8 will be promoted to grade AD 9.

2. Due to the need to ensure sound financial management of the limited financial resources and given the fact that the assignment of a staff member to a Delegation has important budgetary and business continuity implications, applications from staff members currently serving in a Delegation and who are not in the annual rotation/ mobility exercise are in principle not eligible and may only be considered in the interest of the service or in case of an application for a higher type of post (further on, "career progression").[6] In addition, if they

[5] In their CVs applicants should indicate management experience in terms of: (1) title and role of management positions held, (2) numbers of staff overseen in these positions, (3) the size of budgets managed, and (4) numbers of hierarchical layers above and below and number of peers.

[6] 'Career progression' refers to applications for a higher type of post according to Annex I of the SR. It is designed to allow staff to develop within the organisation. In this case, it refers to "Administrators" in grade AD 8 with 2 years seniority in this grade, who are applying to a "Head of Unit or equivalent" type of post for the first time.

wish to apply for a post on the basis of career progression, they should have spent at least 2 years on their current post when they take up duty.

3. Candidates who, at the time of the application, are EU officials, independently of their administrative status under Article 35 of the SR, cannot request to be recruited as temporary agents under Article 2(e) of the CEOS.

   In the case of applications from EU officials on leave for personal grounds, successful candidates will be reinstated into active employment within the meaning of Articles 35(a) of the SR.

- SPECIFIC ELIGIBILITY CRITERIA FOR CANDIDATES FROM THE NATIONAL DIPLOMATIC SERVICES OF THE MEMBER STATES TO BE RECRUITED IN ACCORDANCE ARTICLE 98(1), FIRST SUBPARAGRAPH, OF THE SR.

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

1. possess a level of education

   a. which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more,

   OR

   b. which corresponds to completed university studies attested by a diploma and relevant professional experience of at least one year when the normal period of university education is at least three years.[7]

2. have gained at least 12 years' full time professional experience. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience;

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

3. Candidates from national diplomatic services and current temporary agents engaged under Article 2(e) CEOS must be able to return to active service with their Member State after the end of their period of service to EEAS.

   The candidates shall provide a statement issued by their national diplomatic service, which contains at least the following elements:

   - the post to which the candidate applies;
   - that the candidate is a staff member in active service in the national diplomatic service of their respective member state at the time of application, either as an official or under a permanent employment relation.
   - that the national diplomatic service endorses his/her application to the post
   - A guarantee of immediate reinstatement in the national diplomatic service after the end of their contract with the EEAS/ the end of their secondment.

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

   Furthermore, candidates must be in a position to serve during the full duration of their assignment within the maximum duration of engagement in the EEAS.

[7] The minimum of one year of professional experience required under (b) counts as an integral part of the above qualification and cannot be included in the professional experience required under point 3.

Candidates from the Member States should be in active employment in their public service of origin at the moment of the application.

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

- SPECIFIC ELIGIBILITY CRITERIA FOR TEMPORARY AGENTS TO WHOM ARTICLE 2(E) OF THE CEOS APPLIES

Due to the need to ensure sound financial management of the limited financial resources and given the fact that the assignment of staff to a post of the establishment plan in Delegation or in Headquarters has important budgetary and business continuity implications, applications from temporary agents currently employed in the EEAS under Article 2(e) of the CEOS will be considered only during the third year of their first contract, unless they apply for a higher type of post.t.

They must provide a statement issued by their national diplomatic service containing the elements provided for by the specific eligibility criteria for candidates from national diplomatic services of the Member States.

Candidates from national diplomatic services who, at the time of their application, are Temporary Agents to whom Article 2(e) of the CEOS applies, are eligible to apply, irrespective of their current grade, provided that they fulfil the general eligibility criteria.

Selection Criteria

The applications of the candidates will be screened in the pre-selection phase according to the following general criteria:

1. <u>General skills and competencies</u>

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

2. <u>Knowledge/experience in functioning of the European Union</u>

- Have excellent knowledge of the external relations, internal policies and functioning of the Union and its inter-institutional framework;

[8] ADMIN(2023) 24 Decision of the High Representative of the Union for Foreign Affairs and Security Policy of the 14/07/2023 on the maximum duration of engagement by the European External Action Service of non-permanent staff under successive limited duration contracts of different types, and on the minimum lapse of time between successive contracts under Article 2(e) of the CEOS

- Have proven experience in and in-depth knowledge of CFSP and CSDP-related issues;

3. <u>Regional knowledge and language skills</u>

- Have proven experience in and knowledge of the key areas of activity of the Delegation;
- Fluency in French is an essential requirement

Furthermore,

- Candidates must be able to work in a different socio-cultural environment and to adapt quickly to evolving situations;
- experience in working in a Delegation or an Embassy, an international organisation, or significant experience of external relations in the field would be an asset.
- knowledge of the wider regional context of the Sahel / West Africa area would be an asset.

TYPE AND DURATION OF CONTRACT FOR NEW TEMPORARY AGENTS

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

The successful candidate will be offered a temporary contract under Article 2(e) of the CEOS. Such contracts may not exceed 4 years in duration; their expiry will as far as possible be aligned with the usual date of mobility at Headquarters (currently 31 August of each year). The contract of successful candidates who are temporary agents under Article 2(e) CEOS currently employed in the EEAS will be amended and renewed for a 4 years period, within the limits provided for by Article 50(b)(2) of the CEOS.

All newly engaged temporary staff will be required to complete a probationary period of 9 months in accordance with Article 14 of the CEOS. If the successful candidate has already successfully completed the required probationary period under Article 14 of the CEOS, a management trial period of the same duration will nevertheless be required to be completed in accordance with Article 44, second subparagraph of the SR, read in conjunction with Article 20(4) of the CEOS, and with Article 7 of the ADMIN(2024) 19 Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 22/07/2024 on middle management staff, where the successful candidate is assigned for the first time to a management post.

PLACE OF EMPLOYMENT

Niamey, Niger

POST AVAILABLE: Immediately

SPECIFIC CONDITIONS OF EMPLOYMENT

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

The selected candidate will be required to obtain a PSC at the level required for the present post in accordance with national laws and regulations of his or her Member State and with the procedure laid down in the Decision ADMIN(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.

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 3(3) of the Decision ADMIN(2019) 7 on Security Clearance Requirements and Procedures for the EEAS of 08 March 2019.

Successful candidates from the national diplomatic services of the Member States will be required to make a declaration of their commitment to act independently in the public interest and a declaration of any interests which might be considered prejudicial to their independence.

EQUAL OPPORTUNITIES

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

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

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

PROCEDURE[9]

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 in order to avoid automatic exclusion from the selection procedure.

[9] Your personal data will be processed in accordance with Regulation (EC) 2018/1725. The privacy statement is available on EEAS webpage: http://eeas.europa.eu/data_protection/rights/index_en.htm

Candidates must apply through the on-line system:

https://eapplication.eeas.europa.eu

To log on to the system, an ECAS (European Commission Authentication Service) password is required; candidates without a password can register to get one through the afore-mentioned link. EU staff members with a professional ECAS account should use that account for their application. A helpdesk facility is available via the "Contact Support" function within the on-line system.

During the on-line application procedure candidates will have to upload their CV and motivation letter (in English or French). Candidates are invited to use the "Europass" CV format (https://europass.cedefop.europa.eu/documents/curriculum-vitae) for their applications.

Candidates from the Member States will, in addition, have to upload a copy of their passport/ID and a recent statement by their Ministry for Foreign Affairs (issued within the past 6 months) confirming their membership of a diplomatic service.

All candidates will have the opportunity to follow the progress of their application through the on-line system.

The closing date for the submission of applications is **14 December 2026 at 12.00 midday** (Brussels' time - CET). Please note that the only way to submit an application is using the on-line system.

As the system may experience peak activity around the deadline, candidates are strongly advised to submit their application as early as possible. Late applications will not be accepted.

For correspondence concerning the selection procedures, please use the following email address: cca-secretariat@eeas.europa.eu .

2. Pre-selection

Pursuant to Article 1(2)(i) of the Decision ADMIN(2023) 25 of the High Representative of the Union for Foreign Affairs and Security Policy, of 10/07/2023, on the Consultative Committee on Appointments to the European External Action Service, the pre-selection will be done by the Consultative Committee on Appointment (CCA), in its secondary composition, according to Article 2(3) of the abovementioned Decision, on the basis of the qualifications and the professional experience described by the candidates in their CVs and motivation letters. The CCA will then produce a shortlist of a limited number of eligible candidates who best meet the selection criteria for the post.

3. Selection

The candidates who have been shortlisted will be invited for an interview so that the CCA can evaluate them objectively and impartially on the basis of their qualifications, professional experience and linguistic skills, as listed in the present vacancy notice. On the basis of a comparative assessment of their merits, the CCA will recommend a shortlist of candidates to the High Representative who, acting as AA/AACC and, if appropriate, after interviewing the candidates, will make the final selection.

Shortlisted candidates will be invited to an Assessment Centre, as appropriate, according to the procedure set out in Article 3 of the Decision ADMIN(2023) 25.

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

CONTACT: Ms Patricia LLOMBART- CUSSAC, Managing Director AFRICA
patricia.llombart-cussac@eeas.europa.eu

POST AVAILABLE: Immediately

DETALŪS METADUOMENYS	
Dokumento sudarytojas (-ai)	LIETUVOS NUOLATINĖ ATSTOVYBĖ EUROPOS SĄJUNGOJE 188613242/58, Rue Belliard 41-43, 1040 Brussels, BELGIUM
Dokumento pavadinimas (antraštė)	DĖL EUROPOS IŠORĖS VEIKSMŲ TARNYBOS (EIVT) DARBO SKELBIMŲ ĮVAIRIOMS PAREIGYBĖMS
Dokumento registracijos data ir numeris	2026-11-24 Nr. (76.2.5E)S76-1197
Dokumento gavimo data ir dokumento gavimo registracijos numeris	2026-11-25 Nr. G-2937
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	2026-11-23 18:51:39 (GMT+02:00)
Parašo formatas	XAdES-X-L
Laiko žymoje nurodytas laikas	2026-11-23 18:51:53 (GMT+02:00)
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	29
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)	Atitinka specifikacijos keliamus reikalavimus. Visi dokumente esantys elektroniniai parašai galioja (2026-11-25 15:45:40)
Paieškos nuoroda	–
Papildomi metaduomenys	Nuorašą suformavo 2026-11-25 15:45:40 DBSIS