



LIETUVOS NUOLATINĖ ATSTOVYBĖ EUROPOS SĄJUNGOJE

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Valstybės tarnybos departamentui prie LR vidaus
reikalų ministerijos
LR užsienio reikalų ministerijai

2022-06-03 Nr. (76.2.5) S76-471

DĖL TRIJŲ NAUJŲ SNE DARBO SKELBIMŲ ES DELEGACIJOSE

Persiunčiame tris š. m. gegužės 30 d. ir birželio 2 d. Europos išorinių veiksmų tarnybos (EIVT) raštus, kuriais informuojama apie tris naujus darbo skelbimus deleguotiems nacionaliniams ekspertams (SNE) Europos Sąjungos (ES) delegacijose Ukrainoje, Niujorke ir Kuboje.

PRIDEDAMA: 16 lapų.

Ambasadorei ypatingiems pavedimams,
laikintai atliekanti Lietuvos nuolatinio atstovo
Europos Sąjungoje funkcijas

Aušra Semaškienė

EUROPEAN EXTERNAL ACTION SERVICE



Lietuvos nuolatinė atstovybė
Europos Sąjungoje

2022-05-30

Gaun. rašto Nr. G76-611

DG Resource Management
The Director-General

Brussels,
EEAS.DG RM.HR.2/JVC

To Permanent Representatives of the
Member States to the European Union

Your Excellency,

I am pleased to inform you that we are looking for one “cost-free” Seconded National Expert (SNE) for secondment to the Delegation of the European Union in **Ukraine**, pursuant to the Decision of the High Representative of 04.02.2014 establishing the rules applicable to SNEs¹.

The place of secondment is **Kiev**. Depending on the evolution of the situation in Ukraine, the SNE might have to start his/her secondment remotely from his/her place of origin.

I would appreciate it if you could forward the enclosed profile to the various relevant Ministries in order to generate adequate applications.

Permanent Representations are kindly requested to send applications by e-mail to the Division EEAS.RM.HR.2 “Selection and Recruitment of Staff”: **SNE-DELEGATIONS@eeas.europa.eu**

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

Only applications received in the above-mentioned format by **30 June 2022 at 12.00 noon (Brussels time)** will be considered for this call for applications. My services will examine applications and organise selection interviews shortly after the deadline.

¹ Decision of the High Representative of 4 February 2014 establishing the rules applicable to National Experts Seconded to the European External Action Service

Please note that the delivery of a security clearance (minimum level **SECRET UE/EU SECRET**) is a prerequisite for all postings as an SNE to the EEAS.

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

Consequently, possible applicants should be informed that their CVs will be circulated to the EEAS services involved in the selection and management of their possible secondment, and in the Delegation concerned.

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

Yours sincerely,



Gianmarco Di Vita

Enc: Vacancy notice

Cc: Mr L. P. Devigne, Deputy Managing Director, EEAS.EURCA
Mr R. Tibbels, Head of Division, EEAS.EURCA.2
Ms D. Dlouchy-Souliga, Deputy Head of Division, EEAS.EURCA.2
Mr M. Maasikas, Head of Delegation, Ukraine
Mr R. Duflot, Deputy Head of Delegation, Ukraine
Ms K. de Peyron, Director, EEAS.RM.HR
Ms C. Véron-Réville, Head of Division EEAS.RM.HR.2
Mr M. Titire, Deputy Head of Division, EEAS.RM.HR.2
Mr C. Hagelin, Head of Sector, EEAS.RM.HR.2
Mr J. Bosma, Head of Administration, Ukraine Delegation

Cost-free Seconded National Expert
Delegation of the European Union to Ukraine
AD level post
Job No 212210

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 his capacity as Vice-President of the Commission with regard to his responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

We propose:

The position of Seconded National Expert (Political Officer/Advisor on security policies) to the **EU Delegation to Ukraine** as a “cost free” secondment, i.e. salary, insurances, accommodation and other costs are to be paid by the EU MS as appropriate.

The overall purpose:

Under the direct supervision of the Head of Section and Head of Delegation (HoD), the political officer should contribute to :

- analysis and reporting on the EU – Ukraine relation, including relevant developments on regional level, and Ukraine's relations with the EU Member States
- analysis and reporting on developments in the rule of law and anti-corruptions areas in Ukraine

We are looking for:

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

The expert will :

- explain and defend European positions in meetings with host country representatives, International Organisations and third country representatives as appropriate
- prepare visits by EU representatives and officials, and accompanying them as appropriate
- liaise with relevant EU MS, International Organisations and civil society organisation and their field presences as needed
- monitor and contribute to analysis and reporting on developments in Ukraine related to rule of law and anti-corruption reforms, with a focus on the work of anti-corruption institutions (NABU, SAPO, NAPC) and renewal of judiciary and prosecution bodies (inter alia the High Anti-Corruption Court, Supreme Court, Prosecutor General Office, State Bureau of Investigations)
- provide policy advice on the political developments in the above areas, including in political relations between Ukraine and the EU and its Member States, in particular in the context of fulfilment of relevant judiciary and anti-corruption provisions in the context of the Visa-Liberalisation Action Program/Suspension Mechanism and of the Association Agreement
- explain and defend European positions in meetings with host country representatives, international organisations and third country representatives as appropriate
- prepare visits by EU representatives and officials, and accompanying them as appropriate
- liaise with relevant international organisations and civil society organisation and their field presences as needed
- fulfil other tasks in the political section in the fields of political and legal analysis of legislative proposals and initiatives.

Legal basis:

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

Eligibility criteria:

Candidates must:

- a) Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;
- b) Have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function groups AD or AST as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the Union¹ or, where justified in the interests of the service, professional training of an equivalent level.
- c) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties.
- d) Have a security clearance of minimum level **EU-SECRET** for the functions that he/she will carry out.
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer.
- f) Remain subject to the social security legislation applicable to the public administration, international administration or entity which employs the SNE and which will assume responsibility for expenses incurred abroad. In case of posting to an EU Delegation, the employer certifies that the SNE is covered for medical expenses incurred at the place of secondment, as well as costs of repatriation on health grounds throughout the full period of secondment
- g) Ensure that there is no conflict of interest and that they will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

Selection criteria:

Candidates should:

A. Professional knowledge

- Experience of at least 3 years in international relations and diplomatic work;
- Analysis and reporting skills
- Working experience in third countries (Embassy, international organizations, NGO, etc.)
- General knowledge of EU – Ukraine relation, and EU institutions and related decisional processes. Knowledge of international and EU policies in the field of rule of law and visa liberalisation would be considered an asset.

B. Skills

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
- Be a team worker and have good coordination and communication skills.
- Have solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

C. Languages

Thorough knowledge (capacity to write and speak) in English. Working knowledge of Russian or Ukrainian is strongly recommended.

D. Personal Qualities

Dynamic, motivated and flexible personality. Ability to adapt quickly to new situations and deal with new challenges.

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

E. Equal opportunities

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

F. Conditions of secondment

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

Duration of the secondment: Initial period up to two years, renewable up to 4 years.

The EEAS will cover for certain security costs and missions costs incurred by the SNE posted in the EU Delegation. Other costs such as removal costs, salary, insurance, accommodation, schooling, etc. shall not be covered by the EEAS.

Location : The place of secondment is Kiev. Depending on the evolution of the situation in Ukraine, the SNE might have to start his/her secondment remotely from his/her place of origin"

Vacant from: 01/09/2022

For further information, please contact: SNE-DELEGATIONS@eeas.europa.eu
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EUROPEAN EXTERNAL ACTION SERVICE

Lietuvos nuolatinė atstovybė
Europos Sąjungoje



2022 -06- 02

Gaun. rašto Nr. G26-614

DG Resource Management
The Director-General

Brussels,
EEAS.DG.RM.HR.2/JVC(2022)

To Permanent Representatives of the
Member States to the European Union

Your Excellency,

I am pleased to inform you that we are looking for one “cost-free” Seconded National Expert (SNE) for secondment to the Delegation of the European Union in **New York**, pursuant to the Decision of the High Representative of 04.02.2014 establishing the rules applicable to SNEs¹.

I would appreciate it if you could forward the enclosed profile to the various relevant Ministries in order to generate adequate applications.

Permanent Representations are kindly requested to send applications by e-mail to the Division EEAS.RM.HR.2 “Selection and Recruitment of Staff”: SNE-DELEGATIONS@eeas.europa.eu

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

Only applications received in the above-mentioned format by **15 July 2022 at 12.00 noon (Brussels time)** will be considered for this call for applications.

My services will examine applications and organise selection interviews shortly after the deadline.

Please note that the delivery of a security clearance (minimum level **SECRET UE/EU SECRET**) is a prerequisite for all postings as an SNE to the EEAS.

¹ Decision of the High Representative of 4 February 2014 establishing the rules applicable to National Experts Seconded to the European External Action Service

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

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

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

Yours faithfully,



Gianmarco Di Vita

Enc: Vacancy notice

Cc: Mr O. Skoog, Head of Delegation, New York
Mr S. Gonzato, Deputy Head of Delegation, New York
Mr E. Mathews, Head of Division, EEAS.GLOBAL.VMR.1
Mr M. Swann, Deputy Head of Division, EEAS.GLOBAL.VMR.1
Ms K. de Peyron, Director, EEAS.RM.HR
Ms C. Véron-Réville, Head of Division EEAS.RM.HR.2
Mr M. Titire, Deputy Head of Division, EEAS.RM.HR.2
Mr C. Hagelin, Head of Sector, EEAS.RM.HR.2
Mr J. Nissinen, Head of Administration, Delegation New York

EEAS Vacancy Notice

COST-FREE Seconded National Expert

Delegation of the European Union to New York

AD level post

Job No 251432

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 his capacity as Vice-President of the Commission with regard to his responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

We propose:

The position of Seconded National Expert in the Political, Press and Information Section at the **EU Delegation to the United Nations, New York** as a "cost-free" secondment, i.e. salary, insurances, schooling and other costs to be paid by the EU MS as appropriate.

Overall purpose:

Under the direct supervision of the Head of Section (HoS) and/or Head of Delegation (HoD) to assist the Delegation in the external representation of, and coordination among, the European Union Member States in the area of UN General Assembly Fifth Committee issues: reform of the United Nations; programme budget and programme planning; peacekeeping budgets and financing of UN peacebuilding and peacekeeping; UN management including procurement, ICT, human resources; and overall review of the efficiency of the financial functioning of the United Nations.

We are looking for:

The European External Action Service (EEAS) is seeking a highly motivated colleague (SNE) to occupy the post of Seconded National Expert (SNE) in the Political 4 Section (UN Horizontal Issues – UNGA, ECOSOC, Administration, Financial and Budgetary issues) **at the EU Delegation in New York**. The expert will assist / contribute to:

- Will act as deputy head of the 5th Committee section, which entails the following activities Organize and lead on EU coordination and other meetings at expert level on the above mentioned topics;
- Facilitate, coordinate and prepare EU negotiating positions on all items that relate to the management and financing of the UN; draft and deliver EU statements on these items;
- Negotiate on behalf of EU Member States during each of the 3 sessions per year of the UN 5th Committee and off-session events;
- Establish and maintain contacts with representatives of UN Member States, other observer missions at the UN, the UN Secretariat and other relevant actors in New York;
- Cover relevant UN meetings, represent the EU and its Member States, and ensure preparation of reports on such meetings;
- Prepare briefings and analysis of UN documents and other relevant materials;
- Participate in the delegations management meeting, monitor and report regularly and in a timely fashion to HoS, HoD and Headquarters
- Supervise (if appropriate) interns' daily activities and overall performance, providing feedback;
- Provide other support to the work of the delegation as required.

Legal basis:

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

Eligibility criteria:

Candidates must:

- a) Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;
- b) Have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function groups AD or AST as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the Union¹ or, where justified in the interests of the service, professional training of an equivalent level.
- c) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties.
- d) Have a security clearance of minimum level **EU-SECRET** for the functions that he/she will carry out.
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer.
- f) Remain subject to the social security legislation applicable to the public administration, international administration or entity which employs the SNE and which will assume responsibility for expenses incurred abroad. In case of posting to an EU Delegation, the employer certifies that the SNE is covered for medical expenses incurred at the place of secondment, as well as costs of repatriation on health grounds throughout the full period of secondment
- g) Ensure that there is no conflict of interest and that they will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

Selection criteria:

Candidates should:

A. Professional knowledge

At least 3 years' experience in the public administration of an EU Member state (foreign affairs and/or budget/economy/finance) – or other relevant experience (e.g. in auditing, international relations, or development cooperation)

An experience at the EEAS or in delegation with coordination with EEAS would be 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 as part of 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.
- Use appropriate interpersonal styles and methods to guide individuals or groups toward achieving results;
- Cooperate and work collaboratively toward solutions that generally benefit all involved parties; work cooperatively with others to accomplish objectives.

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

- Weigh alternative courses of action and show to be able to make decisions that reflect factual information and are based on rational and logical assumptions that take EU Member States' resources and interests into consideration
- Able to identify and define problems through the gathering of relevant information leading to the development of alternative solutions

C. Languages

Fluent knowledge in English. French and Spanish knowledge would be an advantage.

D. Personal Qualities

Be dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges.

Equal opportunities

The EEAS is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service that is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

Candidates with disabilities are invited to contact (SNE-Delegations@eeas.europa.eu) in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure in equality of opportunities with other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1d.4 of the Staff Regulations

Conditions of secondment

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

Duration of the secondment: Initial period up to 2 years, renewable up to 4 years

The EEAS will cover for certain security costs and missions costs incurred by the SNE posted in the EU Delegation. Other costs such as removal costs, accommodation, salary, insurance, schooling, etc. shall not be covered by the EEAS.

Vacant available from: 16/09/2022

For further information, please contact:

SNE-DELEGATIONS@eeas.europa.eu

EUROPEAN EXTERNAL ACTION SERVICE



Ref. Ares(2022)4111840 - 02/06/2022

Lietuvos nuolatinė atstovybė
Europos Sąjungoje

2022 -06- 02

Gaun. rašto Nr. G 26-615

DG Resource Management
The Director-General

Brussels,
EEAS.DG RM.HR.2/JVC

To Permanent Representatives of the
Member States to the European Union

Your Excellency,

I am pleased to inform you that we are looking for 1 "co-financed" Seconded National Expert (SNE) for secondments to the EU Delegation to **Cuba**, pursuant to the Decision of the High Representative of 04.02.2014 establishing the rules applicable to SNEs¹.

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

Permanent Representations are kindly requested to send applications by e-mail to the Division EEAS.RM.HR.2 "Selection and Recruitment of Staff": SNE-DELEGATIONS@eeas.europa.eu

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

Only applications received in the above-mentioned format by **15 July 2022 at 12.00 noon (Brussels time)** will be considered for this call for applications.

My services will examine applications and organise selection interviews shortly after the deadline.

Please note that the delivery of a security clearance (**minimum level SECRET UE/EU SECRET**) is a prerequisite for all postings as an SNE to the EEAS.

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

¹ Decision of the High Representative of 4 February 2014 establishing the rules applicable to National Experts Seconded to the European External Action Service

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

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

Yours faithfully,

A handwritten signature in black ink, appearing to read 'G. Di Vita', with a diagonal line drawn through the bottom of the signature.

Gianmarco Di Vita

Enc: Vacancy notice

Cc: Mr J. Nino Perez, Deputy Managing Director, EEAS.AMERICAS
Mr J. Hatwell, Head of Division, EEAS.AMERICAS.2
Mr P. Van De Velde, Deputy Head of Division, EEAS.AMERICAS.2
Ms G. Iniesta Arias, Desk Officer Cuba, EEAS.AMERICAS.2
Ms I. Brilhante Pedrosa, Head of Delegation, Cuba
Ms K. de Peyron, Director, EEAS.RM.HR
Ms C. Véron-Réville, Head of Division EEAS.RM.HR.2
Mr M. Titire, Deputy Head of Division, EEAS.RM.HR.2
Mr C. Hagelin, Head of Sector, EEAS.RM.HR.2
Mr J-F Loubere, Head of Administration, Cuba Delegation

Co-financed Seconded National Expert**EU Delegation to Cuba****AD level post – Post No 396856****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 his capacity as Vice-President of the Commission with regard to his responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

We propose:

The position of Seconded National Expert (Political Officer in the Political Section), at the **EU Delegation in Cuba** as a “co-financed” secondment, i.e. salary, insurances, accommodation and other costs are to be paid by the EU MS as appropriate.

Overall purpose:

The EU Delegation of the European Union to Cuba is seconding a **Political Officer with a background in diplomacy and expertise on Human Rights and Civil Society**. Under the direct supervision of the Head of the Political, Press and Information Section (HoS) and the Head of Delegation (HoD), he/she will monitor and contribute to analysis and reporting on the overall situation and developments in Cuba, with a special emphasis on Human rights and civil society and economic issues.

We are looking for:

The European External Action Service (EEAS) is seeking a highly motivated colleague (SNE) to occupy the post of Seconded National Expert (SNE) to the **EU Delegation to Cuba** to assist/contribute :

In the following domains (that can be further defined, limited or extended by the HoD and HoS):

- Monitoring and reporting regularly and timely to HoS, HoD and HQ (including early warnings, specific requests, info flashes and think pieces) on:
 - Human rights and civil society, rule of law, democracy, justice, liberties, gender issues, institutional development, law-making processes, etc.
 - Economic developments in the country, particularly new legislation on SMEs.
 - CFSP issues: Cuba's foreign policy and stance in multilateral fora, bilateral relations with the EU and its Member States, relations with key international / regional / bilateral partners, stances on regional integration initiatives and security issues.
 - Country-specific issues: domestic political developments, country forecasts, relations with international institutions, analysis of reform processes, Cuba's take on global issues (national policies, position in international and regional fora).
 - The candidate will also provide support to the workings of the Heads of Mission Working Group.
 -
- Analysis and advice:

Lead on:

- (i) implementation of the EU Strategy on Human Rights and Democracy for Cuba;

Contribute to:

- (i) preparation of briefings, strategic papers and visits;
- (ii) implementation of the MIP 2021-2027 priority of economic modernisation;

- (iii) advice on the coherence of EU external policy activities in Cuba / Latin America and the Caribbean;
- (iv) implementation of EU regional initiatives in Cuba;
- (v) identification and follow up of opportunities to cooperate in multilateral fora.

- **Networking and coordination:**

Develop contacts with

- (i) national authorities (line ministries and institutions) and other relevant national and local stakeholders,
- (ii) Civil Society Organisations in Cuba, particularly those not recognised by the Cuban government,
- (iii) representatives of the 17 EU Member States diplomatic missions present in Havana and business associations,
- (iv) main EU partners and regional organisations,
- (v) necessary counterparts for the implementation of the EU Human Rights Strategy and the EU Agenda for Action on Democracy Support.

- **Presentation, information and communication:**

- Deliver demarches on key human rights and economic files.
- Contribute to explain, specify and defend the EU's positions and policies in front of domestic audiences, particularly politicians, press, business and academics.
- Contribute to the press and information activities of the Delegation in all relevant areas.

- **Political dialogue:**

- Contribute to advance the EU's political dialogue with the Cuban authorities and civil society.
- Contribute to the preparation and follow-up of the EU-Cuba Political and Sector Policy Dialogues, the Joint Committee, the Joint Council, plus the back-to-back meetings with Civil Society preceding the political dialogues, in the framework of the Political Dialogue and Cooperation Agreement (PDCA).

Legal basis:

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

Eligibility criteria:

Candidates must:

- a) Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources.
- b) Have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function groups AD or AST as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the Union¹ or, where justified in the interests of the service, professional training of an equivalent level.
- c) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties.
- d) Have a security clearance of minimum level **EU-SECRET** for the functions that he/she will carry out.
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer.
- f) Remain subject to the social security legislation applicable to the public administration, international administration or entity which employs the SNE and which will assume responsibility for expenses incurred abroad. In case of posting to an EU Delegation, the employer certifies that the SNE is covered for medical expenses incurred at the place of secondment, as well as costs of repatriation on health grounds throughout the full period of secondment
- g) Ensure that there is no conflict of interest and that they will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

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

Selection criteria:

Candidates should:

A. Professional knowledge

Experience in analysis and reporting in third countries (Embassy, international organization, NGO, etc.) is an advantage. Knowledge of EU institutions, related decisional processes, CFSP, EU external action and related EU external policies (geographic and thematic) of Latin America and relevant regional integration processes are an advantage.

B. Skills

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

C. Intellectual skills

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

D. Languages

Knowledge of English (language used for internal report writing) and Spanish (language used for written and oral communication vis-à-vis the Cuban authorities and civil society)..

E. Personal Qualities

Dynamism, self-motivation, flexibility and resilience. Ability to adapt quickly to changing situations and deal with new and unexpected challenges.

F. Equal opportunities

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

G. Conditions of secondment

The SNE shall remain at the service of her/his employer throughout the period of secondment and shall continue to be paid by that employer. The EEAS will provide for the allowances in order to contribute to cover the SNE's living expenses in the place of secondment on a flat-rate basis. These allowances shall not be construed as remuneration paid by the EEAS.

Duration of the secondment: Initial period of **2 years**, renewable up to 4 years.

The co-financed SNE shall be entitled to a:

- daily allowance (147.05€/ calendar day) throughout the period of secondment
- monthly allowance calculated according to the distance between the point of origin of the employer and the place of secondment (between 0 to 829.75 €/month)
- Living Condition Allowance Cuba) : 20%

The EEAS will cover for certain security and missions costs incurred by the SNE posted in the EU Delegation.

Other costs such as removal costs, salary, insurance, accommodation, schooling, etc. shall not be covered by the EEAS.

Post available: immediately

For further information, please contact: SNE-DELEGATIONS@eeas.europa.eu
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