EEAS Vacancy Notice

Seconded National Expert in the Directorate for Russia, Eastern Partnership, Central Asia and OSCE (EURCA.EAST)

Desk Officer, Russia Division (POL.EURCA.EAST.3)

COST-FREE

AD level post

We are:

The European External Action Service (EEAS) supports the High Representative in the exercise of her mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), of representing the EU and of chairing the Foreign Affairs Council. It also supports the High Representative in her capacity as Vice-President of the Commission with regard to her responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

We propose:

The post of 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:

Under the direct supervision of the Head of Division and Deputy Head of Division, the Seconded National 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, 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

We are looking for:

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

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

Legal basis:

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

Eligibility criteria:

Candidates must:

a) Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;

b) Have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function groups AD or AST as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the Union or, where justified in the interests of the service, professional training of an equivalent level.[1];

c) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties;

d) Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that he/she will carry out;

e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;

f) Remain subject to the social security legislation applicable to the public administration, international administration or entity which employs the SNE and which will assume responsibility for expenses incurred abroad. In case of posting to an EU Delegation, the employer certifies that the SNE is covered for medical expenses incurred at the place of secondment, as well as costs of repatriation on health grounds throughout the full period of secondment;

g) Ensure that there is no conflict of interest and that he/she will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

[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

- 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.

Equal opportunities

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

Other expenses such as removal costs, allowances, salary, insurance, schooling (while the SNE maintains the right to enrol the children in an European School Type I)[1] and costs related to the

enrolment to the Interinstitutional nurseries or the After-school centre managed by the early childhood centre of the European Commission shall not be covered by the EEAS. However, in case the SNE makes use of these two facilities for their dependent children, the EEAS shall recover any invoiced cost (including the institutional and the parental contribution) from the Seconded National Expert concerned on a yearly basis. For further information, please contact RM-01-COORDINATION@eeas.europa.eu

Duration of the secondment: 2 years, renewable up to 4 years in total

Vacancy available from: 1 June 2026

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu

***