



EUROPEAN EXTERNAL ACTION SERVICE

VACANCY NOTICE

PERSONAL/TEAM ASSISTANT

FOR THE EUSR FOR THE SOUTH CAUCASUS AND THE CRISIS IN GEORGIA

Job Title	Personal/Team Assistant
Legal basis	COUNCIL DECISION (CFSP) 2024/2080 of 26 July 2024, amending and extending COUNCIL DECISION (CFSP) 2023/1528 of 20 June 2024. The EUSR may recruit local staff on a contractual basis as required, through an employment contract. The employment contract with the EUSR establishes the conditions of employment, rights and obligations.
Contract Regime	Full time LOCAL CONTRACT under Belgian employment law
Reports to	European Union Special Representative for South Caucasus and Crisis in Georgia
Contractual category	Group function II
Duty Station	Brussels, Belgium
Availability and duration of contract	01/09/2025. The duration of the deployment will follow the new mandate duration from the 01 September 2025 until 31 August 2027, with a view to possible extension.
Security Clearance Level	N/A
Applications should be sent to	Interested candidates should use the application form (Annex 2) and send it by email to Gottfried.HANNE @ext.eeas.europa.eu, (tel. +32 2 584 45 94 and Georgina.COSTA-VAZ@ext.eeas.europa.eu, (tel: + 32 2 584 11 53).
Selection process	The candidates considered most suitable will be shortlisted and interviewed. Only shortlisted candidates will be informed about the outcome of the selection process.
Annexes	ANNEX 1 : JOB DESCRIPTION AND REQUIREMENTS ANNEX 2 : APPLICATION FORM
Deadline for applications:	Thursday 19 June 2025

A. Essential Requirements

Citizenship – Citizen of a Member State of the European Union (EU) and enjoying full rights as a citizen.

Languages – The candidates must have a good command of written and oral English. Working knowledge in French.

Education - Successful completion of Secondary Education attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 4 in the European Qualifications Framework. A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, preferably in Administration, is desirable.

Professional experience – A minimum of 5 years of relevant professional experience in the field of administration, after having fulfilled the education requirements.

Computer Skills – Ability to operate Windows, including MS Office (Outlook, Excel, Word, PowerPoint, Access)

Ability to establish and maintain effective work relations in a multicultural environment.

Excellent organisational, managerial and problem-solving skills.

Good interpersonal and communication skills and familiarity with diplomatic protocol.

Excellent organisational skills and ability to prioritise tasks.

Experience in working in a politically sensitive environment.

B. Job Description

1. Overall purpose

The Personal/Team Assistant is a locally recruited person based in Brussels. S/he will act as the Personal assistant for the European Union Special Representative (EUSR) and Team assistant for the EUSR's team in Brussels.

2. Main tasks and responsibilities

Tasks and responsibilities of the Personal/Team Assistant include the following:

- Acting as personal assistant to the EUSR and assistant for the team as required;
- Acting as a focal point in the EUSR office in Brussels for incoming calls and correspondence;
- Assisting in correspondence and contacts relating to appointments and preparation of missions and meetings (booking meetings, working lunches and dinners, etc...); requesting accreditation and welcoming visitors, coffee service when required;
- Keeping of planning calendar of the EUSR and their team;
- Mission preparations including the reservation of tickets and hotel and obtaining visas for the EUSR and their team;
- Establish and maintain an updated list of contacts of the EUSR team;
- Filing and storing of documents, including setting up a systematic archive (IT and hard copy) for reports and correspondence;
- Communication with the EEAS and other relevant actors on office related administrative issues such as office equipment, furniture, telephones, computers and IT connections;
- Assist and support the EUSR team members in fulfilling administrative tasks;
- Organizing recruitment procedure; drafting SNE letters, follow up of steps accordingly;
- Assist the accountant i.e. with travel claims from missions, preparing missions expenses for the EUSR;
- ARES correspondence and COREU processing;
- All other tasks assigned by the EUSR.