

**EEAS Call for Expression of Interest for the recruitment of
one Temporary Agent under Article 2(b)
of the Conditions of Employment of Other Servants (CEOS)
as HRM Assistant - Learning and Development (AST3)
RM.BHR.4-Career, Learning and Development, EU Diplomatic Academy**

WE ARE

The European External Action Service (EEAS) supports the work of the High Representative in defining and implementing an effective and coherent foreign policy of the European Union and in her tasks of conducting the EU's Common Foreign and Security Policy and chairing the Foreign Affairs Council. It also supports the High Representative in her capacity of Vice President of the Commission. The EEAS works in close cooperation with Member States, the Council and relevant services of the European Commission.

Within the Directorate for Budget and Human Resources, the Career, Learning and Development, EU Diplomatic Academy Division (RM.BHR.4) is in charge of:

- the smooth implementation of the statutory career development policies (i.e. appraisal, promotion/reclassification, probation, certification);
- the design, planning and implementation of the modern and effective learning and development policy and opportunities for EEAS staff;
- the management of the annual training budgets for Delegations and Headquarters;
- the organisation of pre-posting and annual seminars for Delegation staff, and the annual Ambassadors Conference;
- the traineeship and short-term staff exchange programmes at EEAS Headquarters and in Delegations;
- the EEAS internal coaching service;
- the implementation of the European Union Diplomatic Academy (EUDA).

WE PROPOSE:

The EEAS is launching a call for expression of interest for the recruitment of one ASSISTANT (AST3) as Temporary Agent under Article 2(b) of the Conditions of Employment of other servants of the EU¹ in accordance with EEAS Decision Admin(2015) 20 on the engagement and use of temporary agents.

Please note that, candidates who have been engaged by the EEAS as non-permanent servants (temporary and contract agents engaged under Article 3b of the CEOS), will be bound by Decision ADMIN(2023) 24 of the High Representative of the Union for Foreign Affairs and Security Policy of 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 and repealing the Decision ADMIN(2020) 10 of the High Representative of the Union for Foreign Affairs and Security Policy of 16/07/2020.

WE LOOK FOR:

A dynamic, flexible and proactive colleague with good communication and organisational skills and a developed sense of service. The successful candidate should be able to quickly adapt to new working environment and be a good team player. The candidate should also have good computer skills with a sound knowledge of the standard IT applications and administrative procedures.

The main tasks include:

- Assist in the smooth running of the Division's daily work;
- Contribute to the design, implementation of the learning and development policy for EEAS staff across HQ and Delegations;

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>

- Contribute to identifying and designing new learning and development initiatives;
- Manage learning and development activities tailored to EEAS-specific needs, covering design, planning, organisation and evaluation with a focus on, but not limited to management and leadership training, coaching, 360° feedback exercises, mentoring, and thematic and skills courses;
- Contribute to the rollout of horizontal policies and learning concepts/packages and deliver briefings to support learning and development;
- Organise evaluation of the learning and development activities and suggest improvements where appropriate;
- Act as contact point for learning and development, providing guidance to EEAS staff on available opportunities and ensuring clear, effective communication;
- Draft content for the EEAS Intranet, learning newsletter and EU Learn;
- Regular checks of the relevant functional mailboxes and ARES;
- Participate in meetings related to learning and development with key stakeholders.

LEGAL BASIS

The vacancy is to be filled in accordance with the conditions stipulated under the Conditions of Employment of Other Servants of the European Union (CEOS)², in accordance with EEAS Decision ADMIN(2015) 20 on the engagement and use of temporary agents

The successful candidate will be offered a contract as **Temporary Agent under Article 2(b) of the Conditions of Employment of Other Servants (CEOS) at the grade of AST3.**

ELIGIBILITY CRITERIA:

Candidates must meet **ALL of the following general and specific conditions on the closing date for online applications:**

- Be a national of one of the EU Member States and enjoy full rights as a citizen;
- Meet any obligations imposed on him or her by the laws concerning military service;
- Provide the appropriate character references³ as to their suitability for the performance of their duties;
- Have the capacity to work in languages of the CFSP in writing and orally.
- Post-secondary education attested by a diploma followed by at least **3** years of relevant professional experience directly related to the nature of the duties OR secondary education attested by a diploma giving access to post-secondary education, followed by at least **6** years' professional experience directly related to the nature of the duties.
- 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(b) of the CEOS and, in the interest of the service, are therefore ineligible.

SELECTION CRITERIA:

Candidates should have:

- At least 5 years of proven experience in human resources and in particular adult learning and development;
- excellent communication and organisational skills, a sense of initiative and service, team spirit, curiosity and flexibility.
- proven track record in handling design, implementation and evaluation of training programmes and related administrative and financial tasks;
- sound computer skills (MS Office) and good knowledge of standard administrative procedures. ability to prioritise and handle multiple tasks and meet deadlines in a fast-paced human resources environment;

² 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>

³ criminal records certificate

- ability to proactively suggest improvements in processes, and solve basic issues related to training support and coordination;
- flexibility to adapt to changing organisational needs and willingness to learn and grow within the role;
- strong drafting skills combined with sound judgement;
- Very good knowledge of oral and written English.

Furthermore:

- a degree in human resources, psychology, education, communication or a related field;
- Knowledge of IT tools used in EU institutions, particularly in the field of human resources – learning and development
- knowledge and skills in analysing training data, drafting reports and compiling feedback;

would be considered as assets.

EXPRESSION OF INTEREST AND SELECTION PROCEDURE⁴:

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

1. Expression of Interest

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

Expressions of interest should be sent by **e-mail** to the following functional mailbox

CAREER-LEARNING-DEVELOPMENT@eeas.europa.eu copying AST-STAFF@eeas.europa.eu

For the purposes of the e-mail application, the e-mail must have in the **subject** the following title:

"EoI-HQ (AST/SC)-TA2b- AST3- RM.BHR.4– 322864"

Such an expression of interest must be accompanied by:

- an updated Curriculum vitae. Candidates are invited to use the "Europass" CV format (<https://europass.cedefop.europa.eu/documents/curriculum-vitae>) for their applications.
- a letter of motivation (maximum 2 pages) in either English or in French;
- Declaration of potential conflict of interest form filled in, dated and signed.

The deadline for submission of expressions is **26/03/2025 at 12:00 midday (Brussels time)**.

For correspondence concerning the selection procedure, please use the following email address (the e-mail must have in the subject the following title: "EoI-HQ (AST/SC)-TA2b- AST3- RM.BHR.4– 322864"):

CAREER-LEARNING-DEVELOPMENT@eeas.europa.eu

2. Pre-selection

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

3. Selection

The candidates who have passed the pre-selection step will be invited for an interview so that the selection panel can evaluate them objectively and impartially based on the selection criteria, as listed in the present call for expression of interest. Additional specific written or oral tests might be organised by the panel. Following a comparative assessment of the merits of the preselected candidates, the selection panel will recommend the name of a candidate to the Authority Authorised to Conclude Contracts of Employment, and possibly, name(s) of other candidate(s) that should be placed on a reserve list valid for maximum 12 months. That list would be used, on the one hand, in case of refusal of the offer or unavailability of the recommended candidate in the present procedure and/or, on the other hand, for other future similar recruitment needs.

Depending on the outcome of future appointment procedure(s) under Article 29 of the SR for a similar profile, EEAS services may, in case no suitable candidates are found among EU officials, have other job opportunities

⁴ 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

that would involve the recruitment of the Temporary Agents under Article 2(b) of the CEOS. If any, candidates in the above-mentioned reserve list may be contacted by other EEAS services for potential recruitment.

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, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

If pre-selected, candidates with disabilities are invited to contact the EEAS (EEAS-HQ-APPLICATIONS-AST@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 and recruited, the EEAS is committed to appropriate measures in order to accommodate his or her special needs to the working place or working conditions in accordance with Art 1d(4) of the Staff Regulations.

RECRUITMENT:

The selected candidate will be recruited as temporary agents under Article 2(b) of the Conditions of Employment of Other Servants (CEOS), in accordance with EEAS Decision ADMIN(2015) 20 on the engagement and use of temporary agents.

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 reassignment in accordance with Article 7 of the SR and Article 10 of the CEOS.

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, candidates shall fill with their application a declaration of potential conflict of interest (Annex attached)

Personal Security Clearance

This post is currently not identified as a post which requires Personnel Security Clearance (PSC) to access EU classified information (EUCI) in accordance with point 7 of Annex A I of the [Decision ADMIN\(2023\) 18 on the security rules for the EEAS](#)⁵ and as implemented by [Decision ADMIN\(2019\) 7 on Security Clearance Requirements and Procedures for the EEAS of 08 March 2019](#) and its implementing decisions.

Nonetheless, candidates are informed that the list of posts requiring a PSC in the EEAS Headquarters is subject to regular review and that the current post might be identified in the future as a post which requires PSC.

If required after the taking of duty, the selected candidate will need to be in a position to obtain a valid PSC issued by the competent authority of their Member State in accordance with national laws and regulations. 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](#).

Description of the EU classified information levels is available under Article 2 of the [Decision ADMIN\(2023\) 18 on the security rules for the EEAS](#)⁶.

Medical fitness

The selected candidate will be required to undergo a **medical fitness** examination in accordance with Article 13 of the CEOS.

⁵ OJ C 263, 26 July 2023, p.16.

⁶ OJ C 263, 26 July 2023, p.16.

In case of positive results on the medical fitness examination and after assessment of the PSC conditions, the candidate will be offered a contract as **Temporary Agent, Grade AST3⁷** for a duration of **4 years** renewable subject to the possibility of extension offered by the EEAS Decision ADMIN(2023) 24 on the maximum duration of engagement.

All member of the temporary staff shall serve initially a nine-month probationary period in accordance with Article 14 CEOS.

PLACE OF EMPLOYMENT: Brussels, Belgium

POST AVAILABLE: immediately

CONTACT

Mr Charles-Michel Geurts, Head of Division, RM.BHR.4

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Email: Charles-Michel.GEURTS@eeas.europa.eu

The closing date for submissions is 26/03/2025 at 12:00 midday (Brussels time).

⁷ The basic salaries offered by the EU institutions are set out in Article 66 of the Staff Regulations. The current level, can be accessed via the link: https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:C_202301544
A number of factors are taken into account in calculating your pay. Use the pay calculator for an individual estimate: <https://myintracomm.ec.europa.eu/staff/EN/working-conditions/pay/Pages/calcolettes.aspx>

EUROPEAN EXTERNAL ACTION SERVICE



DECLARATION OF POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY CANDIDATE (PART I)

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 and contract agents in accordance with Articles 11 and 81 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/NAME:

Candidate status:	
<input type="checkbox"/> Official of the Institutions of the EU	<input type="checkbox"/> Candidate from a Member State
<input type="checkbox"/> Current EEAS/EC Temporary Agent	<input type="checkbox"/> EPSO laureate
<input type="checkbox"/> Current EEAS/EC Contract Agent	<input type="checkbox"/> External
Current and former EU nationality/nationalities:	
Current and former non-EU nationality/nationalities:	
Current employer:	
Spouse/partner's EU nationality/nationalities:	
Spouse/partner's non-EU nationality/nationalities:	
Spouse/partner's professional activities:	
Dependents' nationality/nationalities:	

Job No and Position applied for:

Administrative status of position concerned: Official <input type="checkbox"/> Temporary agent <input type="checkbox"/> Contract agent <input type="checkbox"/>
Grade of the position:
Directorate/Division/Delegation:

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:

TO BE UPLOADED IN E-APPLICATION (“ATTACHED DOCUMENTS” TAB, Conflicts of interest) or, for contract agent positions, returned with the application by email to the Division RM.BHR.3: CONTRACTAGENTS-HEADQUARTERS@EEAS.europa.eu, or CONTRACTAGENTS-DELEGATIONS@eeas.europa.eu, as applicable.