

**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 function (AST3)
RM.SCS.1 – Information and Document Management**

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 EEAS, the Division "Information and Document Management" works to foster information management practices across the EEAS. Information is the raw material behind every one of our activities. Increasing our proficiency with information management will positively boost the overall performance of the whole institution.

The Division carries out these tasks by working on the domains of information, records and archives management with the support of three dedicated teams. Furthermore, we are coordinating the meetings of the Information Management Committee (IMC) to support the implementation of the EEAS Information Management Strategy.

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, proactive and highly motivated colleague with very good communication and organisational skills and with a developed sense of service. The colleague will be entrusted with the following main tasks:

- Contribute to the definition, implementation and follow-up of ERMA at the EEAS, at HQ and in EU Delegations;
- Contribute to the implementation and follow-up of records and archives management rules including monitoring exercises and regular reporting;
- Contribute to the development of record management procedures and guidelines;
- Contribute to the application of the rules and of the concepts concerning file management and appraisal and after-retention actions, such as transfer and elimination;
- Develop and provide training modules on records management.

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>

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 possess:

- in-depth knowledge of records and archives management policies and standards (ERMA, e-Domec framework or similar);
- very good hands-on experience with records and archives management tools (e.g. ARES, NOMCOM);
- the ability to maintain interpersonal relations and to ensure communication in a complex, multi-cultural environment;
- strong commitment to customer service.

Furthermore

- experience in records and archives management services of an European Institution or other international organization;

would be considered as an asset.

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

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

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

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

"Eoi-HQ (AST)-TA2b- AST3- RM.SCS.1 –374943"

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 **24/04/2025 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)-TA2b- AST3- RM.SCS.1 –374943"**):

info-doc-management@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 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

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 for the EEAS](#)⁵.

The selected candidate should hold, or be in the position to obtain, a valid Personnel Security Clearance (PSC)⁶ issued by the competent authority of the Member State concerned.

Candidates who do not already have a valid PSC will be required to go through the security clearance vetting procedure of their Member State to obtain this clearance in accordance with national laws and regulations 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 for the EEAS](#)⁷. 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.

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](#).

Medical fitness

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

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 AST3**⁸ 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.

⁵ OJ C 263, 26 July 2023, p.16.

⁶ 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'."

⁷ OJ C 263, 26 July 2023, p.38.

⁸ 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/calculettes.aspx>

PLACE OF EMPLOYMENT: Brussels, Belgium

POST AVAILABLE: 01/03/2025

CONTACT

Ms Paola CASINI

Tel: +32 2584-3112

Email: paola.casini@eeas.europa.eu

The closing date for submissions is 24/04/2025 at 12:00 midday (Brussels time).

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.