



EUROPEAN EXTERNAL ACTION SERVICE (EEAS)

Vacancy notice – Job title: Personal Assistant to the Ambassador

Contract Agent FGII

EU DELEGATION TO ANGOLA, Job No 151757

WE ARE

The European External Action Service (EEAS) is the EU's diplomatic service. The EEAS supports the High Representative in the exercise of her mandate to conduct and implement an effective and coherent Union's Common Foreign and Security Policy (CFSP), to represent the EU and to chair 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 EU Member States, the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

The EU currently has 145 Delegations, 9 of which are to international organisations. In all, 6000 staff are currently serving in these Delegations. The Delegations are placed under the authority of the High Representative of the Union for Foreign Affairs and Security Policy, who is also Vice President of the European Commission. The work of a Delegation varies from country to country but, in general, covers political matters, press and information, trade, aid management and the external aspects of internal EU policies.

WE PROPOSE

The position of Personal Assistant to the Ambassador, contract agent FGII as per article 3a of the Conditions of Employment of Other Servants of the European Union (hereafter, the "CEOS").

PLACE OF EMPLOYMENT

City, COUNTRY: Luanda, ANGOLA

LCA: 30%

POST AVAILABLE: TBD

LEGAL BASIS

The vacancy is to be filled in accordance with the conditions foreseen in the relevant provisions of the CEOS¹, in particular Article 82 thereof.

¹ The text of the Staff Regulations of Officials of the EU and the CEOS is accessible at the following link:
<https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

Subject to having passed the CAST² exam, the successful candidate will be offered a contract agent position (Function Group II), as per Article 3a of the Conditions of Employment of Other Servants of the European Union (CEOS), on the basis of a contract with an initial duration of 3 years. This contract may be renewed not more than once for a fixed period of not more than 5 years. Any further renewal shall be for an indefinite period.³

WE LOOK FOR

The Secretary/Assistant will be required to provide general administrative and secretarial support as well as document management services to the Head of Delegation office.

Eligibility criteria⁴

According to the conditions set out in Article 82 of the CEOS and in Article 2 of the [Commission Decision C\(2017\) 6760 final⁵](#), which is applicable to the EEAS by virtue of the [Decision ADMIN\(2018\) 4 of the High Representative⁶](#), in order to be eligible for this post of contract agent FG II, candidates must:

- have passed a valid EPSO CAST in FG II; or be registered in the EPSO Permanent CAST for FG II (<https://epso.europa.eu/en/job-opportunities/open-for-application>). In the latter case, while the registration will render the candidate eligible for the selection procedure, the recruitment of a candidate on this vacant post will be subject to his/her successfully passing the CAST exam;
- meet the minimum qualifications for engagement as contract agent FG II:
 - (i) Have a level of post-secondary education attested by a diploma; or
 - (ii) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years; or
 - (iii) where justified in the interest of the service, professional training or professional experience of an equivalent level (related to the nature of the tasks and qualifications indicated in the job description).
- have the capacity to work in languages of CFSP and external relations (English and French) necessary for the performance of their duties;
- **be a national of one of the Member States of the EU and enjoy full rights as a citizen.**

Additional eligibility criteria in case of an internal call for expression of interest:

- Be an EEAS contract agent in the function group concerned by the call for expression of interest;

AND

² Contract Agent Selection Tool.

³ In accordance with Article 85(1) of the CEOS.

⁴ All the eligibility criteria must be met on the closing date for applications to this post.

⁵ Commission Decision C(2017) 6760 final of 16 October 2017 on the general provisions for implementing Article 79(2) of the CEOS, governing the conditions of employment of contract staff employed by the Commission under the terms of Articles 3a and 3b.

⁶ Decision ADMIN(2018) 4 of the High Representative of the Union for Foreign Affairs and Security Policy of 12 March 2018 amending Annex I of the Decision of the High Representative PROC HR(2011) 013 on General Implementing Provisions for giving effect to the Staff Regulations and to the Conditions of Employment of Other Servants.

- Having been recruited under Article 3b of the CEOS and assigned to the EEAS Headquarters for no less than 3 years;

OR

- Having been recruited under Article 3a of the CEOS and temporarily assigned to the EEAS Headquarters for at least 2 years.

Selection criteria

- **Proven pertinent experience as Secretary/Assistant:**
 - to a Head of Delegation, a Director or a Head of Division (senior or middle management);
 - in external relations;
 - with Secretarial/Assistant activities/techniques and knowledge on how to apply Institution's administrative rules and procedures;
 - with filing methods and knowledge of document management systems;
 - with sound computer skills (word processing, spreadsheets, presentation systems, internet and e-mail);
 - handling secure communications and classified information.
- **General skills and competences**
 - Capacity to assure quality, speed and accuracy in performing a diversity of tasks in a very difficult, complex, and high-risk multicultural environment without constant supervision;
 - Ability to work under pressure and to respond quickly to new demands;
 - Ability to communicate information clearly and effectively and to focus on priorities;
 - Capacity to be able to work as part of a team as well as with a degree of autonomy;
 - Sense of initiative, responsibility, discretion, organisation and innovation;
 - Ability to deal with confidential matters professionally;
 - Ability to deal helpfully and courteously with people;
 - Ability to organise social events, taking into account protocol rules;
 - Ability to work in a different socio-cultural environment and to adapt quickly to evolving situations;
 - Ability to sustain pressure of life and work in difficult conditions.
- **Working languages**
 - Capacity to work in languages of the CFSP and external relations necessary for the performance of their duties (EN and FR);
 - Capacity to work in Portuguese will be considered as an asset.

POSTING POLICY

EEAS career development policy places the need for staff to develop a mix of competences at its core, e.g. working in various fields of expertise and responsibilities in the course of a person's career, including postings at Headquarters and Delegations.

Contract staff in Delegations is usually posted for 2, 3, 4 or 6 years in a given EU Delegation. Call for interest to apply for postponement or early mobility will be launched annually prior to the publication of the mobility exercise. Staff are reminded that extension and early mobility are not a right.

Contract staff assigned to a post where the living conditions allowance (LCA) determined in accordance with Article 10 of Annex X to the Staff Regulations of Officials of the EU (SR) is 30% or 35% may participate in the mobility exercise after **4 years**.

Contract staff assigned to a post where the LCA is 40% may participate in the mobility exercise after **3 years**.

Contract staff assigned to a non-family post may participate in the mobility exercise after **2 years**.

For candidates currently posted in compound-confined, non-family posting, please refer to Article 6, point 2(g) of the Decision ADMIN(2021) 221.

Within the mobility exercise, contract staff may be temporarily assigned to the EEAS Headquarters in Brussels; such assignment shall remain exceptional and depends on the availability of posts. The assignment shall be for no less than two years, unless a derogation is granted by the Head of the Division RM.BHR.3 'Selection and Recruitment' in the interest of the service. The assignment shall be for no more than four years, in accordance with Article 118 of the CEOS and Article 3 of Annex X to the SR. The member of contract staff temporarily assigned to the EEAS Headquarters shall be included in the mobility exercise in time to be reassigned to a Union Delegation before he/she reaches the maximum period of 4 years.

Candidates currently in the EEAS Headquarters are expected to have served at least three years in the Headquarters by the expected time of posting in Delegation. Derogation to this rule may only be granted by the competent Authority Authorised to Conclude Contracts of Employment (AACC) in the interest of the service.

External candidates may also apply to any vacancy position published for posts in Delegations.

It is in the interest of the service to ensure that staff members in Delegations are able to complete **full postings** before reaching the age of retirement. Before taking any final decisions on nominations, the competent AACC will ensure on a case-by-case basis, in accordance with the SR and CEOS, that the successful candidates will indeed be able to complete the relevant full posting for the post for which they are selected. As stated in Article 6(2)(a) of the Decision ADMIN(2020) 35, applications from candidates not fulfilling this requirement will be examined by the AACC for exceptional and justified reasons and in the interest of the service.

CONDITIONS OF RECRUITMENT AND EMPLOYMENT

CONFLICT OF INTEREST AND SECURITY RISKS

As a matter of policy, applications of individuals who have the dual **nationality** of the host country or whose family member has the nationality of the host country will be considered eligible for a posting in that host country only as a positive result of a case-by-case assessment. In that regard, the EEAS examines if there could be a conflict of interest and a risk of a possible refusal by the host country to grant diplomatic immunity to the staff member and or his/her partner and/or family, as well as possible security risks.

In this context, candidates shall fill in with their application a **declaration of potential conflict of interest (see the annex to this vacancy notice)**.

PERSONNEL 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 Annex A of the [Decision ADMIN\(2023\) 18 on the security rules of the EEAS](#)⁷.

The selected candidate should hold, or be in the position to obtain, a valid Personnel Security Clearance (PSC)⁸ 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 of the Director General for Budget and Administration of the EEAS on Security Clearance Requirements and Procedures for the EEAS](#)⁹ and in Annex A I of the [Decision ADMIN\(2023\) 18 on the security rules of the EEAS](#). 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.

MEDICAL CLEARANCE

The signature of the contract will be subject to prior favourable opinion of the **Medical Service**. On that occasion, the candidate should indicate any serious health problems or requirements for specialised medical treatment for themselves and/or for the individuals who will accompany them. If staff members withhold such information they will not benefit from a reimbursement by the institution of certain costs, e.g. expenses relating to medical evacuation, or to a return to Headquarters in the case of early mobility.

Prior to recruitment, the successful candidate will be contacted by our services in order to fulfil the relevant medical requirements for the post as appropriate, including a psychological assessment, which the AACC reserves the right to request.

OTHER

Candidates are deemed to be fully aware of the provisions of **Annex X** to the Staff Regulations, which applies to staff serving in Delegations located outside the EU, regarding their rights and obligations (i.e. leave entitlements, allowances, reimbursement of expenses, social security benefits).

Candidates are deemed to be fully aware of the **local living conditions**, including *inter alia* information concerning security, health care, education, social acceptance of sexual orientation, employment opportunities

⁷ OJ C 263, 26 July 2023, p.16.

⁸ 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'."

⁹ Decision ADMIN(2019) 7 of the Director General for Budget and Administration of the EEAS of 8 March 2019 on Security Clearance Requirements and Procedures for the EEAS.

for spouses and the accommodation provided (Annex X to the SR, Article 5 or 23), before applying. Candidates are strongly encouraged to consult the relevant [Country Post reports](#) which are available from the Division RM.01 'Coordination': RM-01-COORDINATION@eeas.europa.eu

All postings will in principle be **aligned with the mobility cycle and have the 31 August** of a given year as end date.

Successful candidates shall participate in all compulsory pre-posting **training**. All posts in an EU Delegation require the successful completion of BASE, a security e-learning. The 'Hostile Environment Awareness Training' (HEAT) is compulsory before taking up duty/going on mission in some countries. The EEAS will provide the selected candidate with that possibility in case she or he has not yet followed the training.

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.

Candidates with disabilities are invited to contact the Functional mailbox CONTRACTAGENTS-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 SR.

APPLICATION AND SELECTION PROCEDURE¹⁰

The procedure will take place in three steps:

1. Application

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

Equally, candidates are deemed to be fully aware of the local living conditions, including information concerning the accommodation, before applying. Individual post reports are available from the Division RM.01 'Coordination': RM-01-COORDINATION@eeas.europa.eu

Candidates should also ensure that they are fully aware of the relevant security provisions; Personal Security Clearance at the level SECRET UE/EU SECRET is requested in all EU Delegations. Successful candidates will be required to undergo security vetting if they do not already hold security clearance to the appropriate level in

¹⁰ Your personal data will be processed in accordance with Regulation (EU) 2018/1725, as implemented by the [Decision ADMIN\(2019\) 8 of the High Representative of the Union for Foreign Affairs and Security Policy on implementing rules relating to the protection of personal data by the EEAS and the application of Regulation](#). The privacy statement is available on the Europa website (https://www.eeas.europa.eu/eeas/eeas-privacy-statement-data-protection-notice-purpose-processing-personal-data-related-public_en) and on the EEAS Intranet (<https://intranet.eeas.europa.eu/page/eeas-work/data-protection/privacy-statements-dp-notice>).

accordance with the EEAS relevant security provisions (for more information, see Section “Personal Security Clearance” below).

During the application procedure, candidates are required to send the following documents:

1. **an up-to-date Curriculum Vitae** (preferably using the [Europass CV format](#)), in either English or French, indicating clearly your **EPSO CAST number**;
2. **a letter of motivation** (maximum 2 pages), in either English or French;
3. **declaration of potential conflict of interest** (annexed to this vacancy note).

Applications should be submitted to the following email address:

DELEGATION-ANGOLA-HOD@eeas.europa.eu

Deadline for applications is 16/04/2025 at 12.00 hours (midday, Brussels time).

Candidates are strongly advised to submit their application as early as possible. **Late applications will not be accepted.**

For correspondence concerning the selection procedure, please use the following email address:

CONTRACTAGENTS-DELEGATIONS@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, and will produce a shortlist of eligible candidates who best meet the selection criteria for the post. Please note that only shortlisted candidates will be informed about the outcome of the pre-selection phase.

3. Selection

The candidates who have been preselected will be invited for an interview by a selection panel.

The selection panel may decide, in addition to the interview, to organise written tests, either for all pre-selected candidates or to the best ranked ones. The content of such written tests will be defined by the selection panel and may include, but not be limited to, multiple choice questions, open questions and/or topics for a short essay.

Pre-selected candidates without a valid CAST shall be invited to sit the CAST exam before or after the interview stage (in accordance with the eligibility criteria set out above).

The panel will recommend a shortlist of candidates for a final decision by the AACC. The AACC may decide to interview the candidates on the final shortlist before taking this decision.

It is recalled that the selection procedure may be terminated at any stage in the interest of the service.

In the interest of the service, after identifying the candidate that best fulfils the requirement of the post as set out in the vacancy notice, the AACC may also establish a reserve list of candidates. These candidates shall be informed that the reserve list shall remain valid for a period of one year from when it is established and that it may be used to fill an equivalent post in the EEAS having the same job profile.

ADDRESS FOR INQUIRIES

CONTRACTAGENTS-DELEGATIONS@eeas.europa.eu



ANNEX

DECLARATION OF POTENTIAL CONFLICT OF INTEREST

TO BE FILLED BY THE CANDIDATE

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 State <input type="checkbox"/> Current EEAS/EC Temporary Agent <input type="checkbox"/> Current EEAS/EC Contract Agent		<input type="checkbox"/> Candidate from a Member State <input type="checkbox"/> EPSO laureate <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 ☐

Temporary agent ☐

Contract agent ☐

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 returned with the application, by email to DELEGATION-ANGOLA-HOD@eeas.europa.eu