

**SELECTION OF TEMPORARY STAFF
FOR DIRECTORATE-GENERAL DEVELOPMENT AND RELATIONS WITH
AFRICAN, CARIBBEAN AND PACIFIC STATES**

The Commission is organising a selection procedure to fill an **Adviser** function in Directorate-General Development and Relations with African, Caribbean and Pacific States.

GENERAL CONDITIONS

Candidates must satisfy the requirements set out in Article 12 of the Conditions of Employment of Other Servants of the European Communities¹ and must be a national of one of the Member States of the European Union.

The European Institutions apply a policy of gender equality and welcome applications without discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

TYPE AND DURATION OF CONTRACT

The successful candidate may be offered a temporary contract under point (a) of Article 2 of the Conditions of Employment of Other Servants of the European Communities and in accordance with the Commission Decision of 28 April 2004 on a new policy for the engagement and employment of temporary staff². The duration of the contract may not exceed four years, with the possibility of renewal for a maximum of two years.

The maximum duration of the contract will also take account of the relevant provisions in the April 2004 Commission Decision on the maximum duration of recourse to non-permanent staff (six years over a twelve-year period)³.

PLACE OF EMPLOYMENT: Brussels, Belgium.

LEVEL: AD13 (as an indication, gross basic starting monthly salary of €1,253.14 to €1,726.01)⁴

¹ http://ec.europa.eu/civil_service/docs/toc100_en.pdf

² http://europa.eu/epso/apply/today/pdf_word_temp_staff/decision_new_policy_for_at_en.pdf

³ http://europa.eu/epso/apply/today/pdf_word_temp_staff/regle_des_six_ans_en.pdf

⁴ http://europa.eu/epso/apply/today/pdf_word_temp_staff/decision_on_classification_en.pdf

NATURE OF DUTIES

The Directorate-General responsible for Development (DG DEV) initiates and formulates the development policy and gives, to the Member States, a European vision of development to influence the international debate with a view to eradicate poverty. It also coordinates, in all the fields falling within the Community competence and in particular by means of the Cotonou Agreement and within the respective strategies with regard to Africa, Caribbean and the Pacific, the political relations with the countries and the regions of sub-Saharan Africa, the Caribbean and the Pacific (ACP States), as well as with the African Union, the Regional Economic Communities, the overseas countries and the territories (OCTs). In addition, it elaborates the cooperation strategies with the ACP countries and regions and the OCTs and programs the resources of the European Development Fund.

In the framework of the Commission communication of 8 April 2009 (COM(2009)160) "Helping the developing countries coping with the crisis", DG DEV seeks an Adviser who will be directly attached to the Deputy Director-General. He/she will have the following responsibilities:

- Play an essential role as regards negotiation and representation for the Directorate-General to: governments of developing or "emerging" third countries (Russia, China,...); international organisations and other donors (UN, OECD,...); international financial institutions ("IFIs": WB, IMF,...); and European institutions (including the High Representative for the Common Foreign and Security Policy);
- Contribute to the definition of the general strategic orientation for the action of the Commission in support of the third countries with a view to coping with the economic crisis after a thorough analysis of the effects of the current economic shocks on the people of developing countries;
- Work out adaptation strategies which take account of the diversity and the heterogeneity of the countries in situation of fragility in terms of socio-economic and cultural configuration and circumstances;
- Take an active part in the political dialogue, on the one hand with the governments of third countries, and on the other hand with the financial and political international organisations and organisations in the field of Foreign Affairs and cooperation;
- Ensure close coherence/consistency of the interventions and better coordination of the various opinions on the international scene for greater convergence of the medium and long term objectives; for that purpose, take care to ensure a close link between the development strategies, the measures taken within the framework of the economic crisis, the trade policy and the political context;
- Ensure that the new and/or strengthened financial mechanisms which will be proposed at the international political level support and strengthen the developing countries liable to the social impact of the crisis and victims of a fall of the economic activity.

QUALIFICATIONS

Candidates must possess:

- (i) a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more;

or

(ii) a level of education which corresponds to completed university studies attested by a diploma and professional experience of at least one year when the normal period of university education is at least three years.

EXPERIENCE/COMPETENCIES

- On the closing date for the applications set by this notice, the (s) candidate(s) need to show, in addition to the minimum qualifications required above, a professional experience of at least 15 years.
- Detailed knowledge as regards development and external relations policies;
- Proven experience in international relations and Foreign Affairs, and confirmed knowledge of the diplomatic circles; a practical experience of several third countries (i.e. outside the European Union) and/or continents would be an advantage;
- Proven experience in international representation and negotiations at high level; would be an asset: having consolidated networks which allow, in difficult situations and very short time spans, to carry out negotiations at a high level with third countries affected by the crisis, emerging countries ("BRIC": Brazil, Russia, India, China) or other partners at multilateral level both in the field of the international policies and of multilateral trade;
- Experience in security matters (CFSP) is desirable;
- High conceptual capacity, making it possible to develop innovative strategies and policies;
- Excellent capacities of communication, fixing of priorities and taking decisions.

LANGUAGES

Under point (e) of Article 12(2) of the Conditions of Employment of Other Servants candidates must have a thorough knowledge of one of the Community languages and a satisfactory knowledge of another of the Community languages.

To meet the needs of the service, an excellent working knowledge of written and spoken English and French is essential. Knowledge of other languages would be an asset.

PROCEDURE

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

1. Pre-selection

The selection panel, composed in respect with the rules described in article 2c) of the Commission decision on a new policy for the engagement and use of temporary agents of 28 April 2004⁵, will make a pre-selection on the basis of the qualifications and the professional experience described in the application form and in the motivation letter.

⁵ http://europa.eu/epso/apply/today/pdf_word_temp_staff/decision_new_policy_for_at_en.pdf

2. Admission

The candidates who have been pre-selected will have to provide the following official documents confirming the information in the application form:

- copy of a document proving the citizenship (identity card or passport),
- copy of diploma(s) or certificate(s) of education at the required level,
- statements of employment proving the length of the professional experience.

These documents must be able to establish, without any doubt, the start and end date, as well as the continuity, of each professional experience period submitted for extra value. Preferably, candidates should enclose certificates from previous employers as well as from the present employer. If these certificates can not be provided, copies of the following documents will be accepted: employment contracts accompanied by the first and latest salary statement, as well as the last salary statement for each year if the employment contract has been concluded for more than one year, appointment decisions accompanied by the last salary statement, work record book or tax declarations.

Acceptance of the application is subject to presentation of the requisite supporting documents. Unless the requisite supporting documents are received by the deadline stipulated, the application will be deemed void.

In case of doubt about the nature or the validity regarding the supporting documents, candidates may contact the secretary of the selection panel using functional mailbox

DEV-VAC-CONS@ec.europa.eu

at least ten working days before the closing date of the submission of applications. This would allow them to prepare a complete and admissible application file in due time.

The successful candidate(s) who will receive an employment offer will have to present later the original of all the required documents for certification purposes.

3. Selection

The candidates who have passed the admission step will be invited for an interview so that the panel could evaluate these candidates objectively and without prejudice on the basis of their qualifications, professional experience, competencies and linguistic skills, as listed in the present selection notice.

APPLICATIONS

Candidates should send the completed application form (in English, French or German), with a motivation letter of maximum two pages, to the following mailbox:

DEV-VAC-CONS@ec.europa.eu

Candidates should send their application in one e-mail, under .zip or .pdf format in order to avoid saturation of the functional mailbox. The Commission might apply an informatics rule to reject automatically all messages bigger than 1 MB.

Candidates shall use the same functional mailbox for correspondence with the selection panel or for information requests.

The closing date for the submission of applications is 14 September 2009.

For your information, please note that the Commission has launched an internal database to collect spontaneous applications. If you are interested in being considered for other selection processes (including for other types of contracts) you may submit your curriculum vitae via "EU CV Online": http://www.ec.europa.eu/civil_service/job/cvonline/index_en.htm.