EoI-HQ(AST)-TA2b-AST3-GII.CRC1-job nr 339002

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
Duty Officer (Assistant)
GII.CRC.1. SITUATION ROOM

WE ARE

The European External Action Service (EEAS) is the European Union's diplomatic service. Since 2011, the EEAS carries out the EU's Common Foreign and Security Policy (CFSP) to promote peace, prosperity, security, and the interests of the EU across the globe. It brings together European civil servants, diplomats from EU Member States, national experts and local staff worldwide.

The EEAS supports the High Representative in the exercise of her mandate to steer the Union's CFSP, including the Common Security and Defence Policy (CSDP), to represent the EU on issues relating to the CFSP and to chair the Foreign Affairs Council. It also supports her as Vice-President of the Commission with regard to her responsibilities within the Commission, 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 EEAS Headquarters are in Brussels. It is also responsible for the management of the network of 145 Union Delegations and Offices worldwide. These Diplomatic Representations play a vital role in representing the EU in the country where they are based, in promoting the values and interests of the EU, and in building networks and partnerships. They are responsible for all policy areas of the relationship between the EU and the host country/organisation.

The EU Situation Room is an EEAS Division directly attached to the EEAS Crisis Response Centre (GII.CRC) and operates as a permanent stand-by body, providing worldwide monitoring, early warning and situational awareness 24 hours a day, 7 days a week, all year round.

It acts as a situational information hub for relevant stakeholders across the European institutions, continuously monitoring open-source information, consolidating and dispatching crisis-related information provided by EU Delegations, EU Member States, EU CSDP Operations and Missions, EUSR teams and international organisations. Relevant information is disseminated through dedicated media monitoring products, situation reports and other established information channels.

The EU Situation Room also serves as the EEAS operational switchboard, notably facilitating HRVP phone calls with counterparts worldwide, and acts as the first point of contact for information relating to crisis situations.

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 EU[1] 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

[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

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. He/she will be entrusted with the following main tasks:

- contribute to the monitoring of world events 24 hours a day on the basis of open sources (major news networks, online media, etc.) and internal sources (e.g. EU Delegations, CSDP missions and operations) in order to identify events that are of political and/or security interest and alert the HRVP, the EEAS Secretary General, and other EEAS senior management officials thereof, as appropriate;
- produce written information products (Daily Headlines, Crisis Situation Reports, etc.);
- support setting up teleconferences for the HRVP, the Secretary General of the EEAS and other senior management officials, as appropriate;
- send out alerts through messaging applications and/or SMS;
- in times of crisis:
    - provide early warning and situational awareness;
    - serve as a contact point for monitoring the development of the situation and ensure communication with central services for Business Continuity (BC);
    - support the EEAS Crisis Response Mechanism, especially by supplying initial and continuous situational awareness reports;
- provide support in case of the activation of the Integrated Political Crisis Response mechanism (IPCR);
- promote regular contacts with national crisis response and crisis coordination counterparts of EU Member States as well as crisis management centres of other international and/or regional organisations;
- maintain contacts with EEAS Staff in Brussels, EU Delegations and liaise closely with the EU Watchkeeping Capability on issues related to EU CSDP missions and operations;
- support other EEAS services and delegations (Medical service, Field security, GALILEO alerts etc.);
- carry out ad hoc and routine EU SITUATION ROOM tasks as required;
- be operational 24 hours a day, 7 days a week (the Duty Officer function is operated on a roster basis);
- contribute to the organisation of the duty roster in order to guarantee 24/7 service.

In order to work in the EU SITUATION ROOM, a security clearance at minimum level EU SECRET is required.

Specific requirements:

The EU Situation Room Duty Officers work in 24/7 shifts, on a continuous basis, all around the year. Currently, dayshifts start at 07:00 and finish at 19:00 and nightshifts start at 19:00 and finish at 07:00. Weekly rotation of shifts runs from Wednesday to Wednesday. The yearly number of working hours for a Duty officer is the same as for all staff (equivalent to 8 hours per day). For the work out of office hours (night shift, weekends and official holiday periods), a specific compensation is foreseen in accordance with the EU Staff Regulations.

The recruited person undertakes the responsibility to join one of the teams of Duty Officers and agree a yearly shift plan, formalised in the duty roster.

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.

[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

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 references[3] 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. In the case of applications from EU officials on leave for personal grounds, successful candidates will be reinstated into active employment within the meaning of Article 35(a) of the SR.

SELECTION CRITERIA:

Candidates should:

- have a good knowledge of the functioning of EU Institutions and understanding of international relations;
- be able to work well in a team as well as individually;
- be dynamic with a strong sense of responsibility and be an excellent team player;
- be well-organised and have a sound judgement;
- be able to work autonomously and take initiatives, whenever appropriate;
- have a sound grasp of the standard IT tools and of the internet;
- be able to use a variety of tools for communicating classified information;
- be able to perform independently and solve problems, including technical and IT-related issues;
- have previous experience in a crisis room or a similar national/international body;
- be able to work long hours, in shifts, including nights and public holidays;
- be fluent in English and knowledge of French (CFSP languages).

Furthermore:

- previous experience in media monitoring, notably at early warning and situational awareness level;
- previous experience working in the field of CSDP and/or crisis management;
- being already in possession of security clearance at EU SECRET level;
- have knowledge of other languages at working level;

would be considered as strong assets

EXPRESSION OF INTEREST AND SELECTION PROCEDURE[4]:

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.

[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: https://www.eeas.europa.eu/eeas/eeas-privacy-statement-data-protection-notice-purpose-processing-personal-data-related-recruitment-0_en

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

cecilia.iavorschi@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)-TA2b- AST3-GII.CRC1-job nr 339002"

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 **27/11/2026 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-GII.CRC1-job nr 339002**):

cecilia.iavorschi@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 strives to be a dynamic, respectful and inclusive Service. We value the talent and professional excellence of our staff, and are committed to building an organisation where gender equality and the respect of diversity are core values, as set out in the EEAS Mission Statement and the EEAS Agenda for Diversity and Inclusion. The EEAS is committed to achieving gender balance within its workforce and strives to avoid any form of discrimination during this selection procedure, as per Article 1(d) of the SR. We actively welcome applications from all qualified candidates without any discrimination based on any ground. We commit to recruit candidates with the highest standard of ability, efficiency and integrity, carrying out a selection based on merits required for the post and from the broadest possible geographical basis among the EU Member States.

The EEAS is committed to working with people with disabilities in the terms of the SR. If, by virtue of your medical condition or special needs, you require reasonable accommodation for a part or the entirety of this selection process, please send us an email to ***EEAS-HQ-APPLICATIONS-AST@eeas.europa.eu***. Your request will be treated in strict confidence and no record will be kept. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Article 1(d)(4) of the SR.

All selected candidates are expected to adhere to the Principles of Professional Behaviour of the EEAS, which outline the need for integrity, transparency, respect, professionalism and accountability, and a zero tolerance approach to any form of harassment.

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 Annex A of the Decision ADMIN(2023) 18 on the security rules of the EEAS[5].
The selected candidate should hold, or be in the position to obtain, a valid Personnel Security Clearance (hereafter, the "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(2025) 42 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information of 20 November 2025 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 CONFIDENTIAL 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 7 of the Decision ADMIN(2025) 42 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information of 20 November 2025.

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**[7] for a duration of **4 years** renewable

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[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 (CONFIDENTIAL UE/EU CONFIDENTIAL or above) until a specified date; the individual thus described is said to be 'security cleared'."

[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_202506564

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

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

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EU Situation Room - Crisis Response Centre

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Email: cecilia.iavorschi@eeas.europa.eu

The closing date for submissions is 27/11/2026 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: ☐ Official of the Institutions of the EU ☐ Current EEAS/EC Temporary Agent ☐ Current EEAS/EC Contract Agent	☐ Candidate from a Member State ☐ EPSO laureate ☐ 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