Vacancy notice – Job title: Document Management Assistant

Policy Coordination Division – SG.COORD.SEC.4

Contract Agent FGIII

EEAS Headquarters – Job No 528663

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.

Within the EEAS, the Policy Coordination Division (SG.COORD) plays a central role to support the HRVP, the EEAS Secretary General and senior management in achieving policy priorities. Through a joined-up approach to inter-institutional coordination, the Division contributes to the effective and efficient conduct of policy and decision-making processes within the EEAS and with regard to the work of the Council and Commission.

SG.COORD.Sector 4. manages high-level correspondence addressed to, or originating from, the HRVP, the President of the European Council as well as the President and Vice-Presidents of the Commission on matters relating to external action. It ensures that all correspondence is handled efficiently, accurately and in full compliance with the applicable rules and institutional standards. In line with transparency requirements as well as protocol and diplomatic practice, it oversees quality control and performs registration and transmission of correspondence. The team works closely with other EEAS departments and the relevant Cabinets, thereby contributing to consistent, timely and appropriate handling of sensitive and high-level communications.

WE PROPOSE

The position of Document Management Assistant – contract agent FGIII as per article 3b of the Conditions of Employment of Other Servants of the European Union (hereafter, the "CEOS")[1].

Within the division, the post entails the end-to-end handling of high-level correspondence for the High Representative/ Vice-President of the European Commission, the President of the European Council, the President of the European

[1] Staff Regulations of Officials of the European Union (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS).

Commission or Commission Vice-Presidents. It covers the preparation, quality control, registration, transmission and follow-up of correspondence, ensuring compliance with applicable procedures, protocol requirements, diplomatic standards and within the deadlines. The post also contributes to the smooth coordination of related administrative processes in close cooperation with relevant services.

Subject to having passed the CAST exam[2], the successful candidate will be offered a contract agent position (Function group III), on the basis of a contract with an initial duration of one year that may be successively renewed up to a maximum duration of six years[3], subject to the maximum duration of engagement by the EEAS allowed under successive limited duration contracts of different types[4].

PLACE and DATE OF EMPLOYMENT

EEAS Headquarters, Brussels, Belgium
Post available: 01/12/2026

LEGAL BASIS FOR RECRUITMENT TO THIS POSITION

The vacancy is to be filled in accordance with the conditions stipulated under the CEOS, in particular Article 82 thereof.

WE LOOK FOR

Under the authority of the Head of Division, the successful candidate will ensure the end-to-end handling of high-level correspondence. The person will be entrusted with the following main tasks:

- coordinate within the EEAS the handing of correspondence for the President and Vice-Presidents of the European Commission, for the President of the European Council, the High Representative/Vice-President and for members of HR/VP's Cabinet;
- read, analyse and evaluate the incoming correspondence registered by the HR/VP Cabinet, the Secretariat-General of the Commission, or the General Secretariat of the Council and attribute them according to the document management rules and relevant procedures;
- ensure and monitor the timely preparation and submission of draft replies, carrying out the necessary follow-up to meet deadlines;
- prepare follow-up/monitoring table for the HR/VP Cabinet and for follow-up of the team's activity and deadlines;
- carry out quality control of all correspondence submitted for signature by the HR/VP or President of the European Council, President or Vice-Presidents of the Commission, ensuring compliance with protocol and diplomatic standards;
- arrange translation requests of high-level correspondence as required and coordinate the linguistic quality control in any other EU language;
- prepare and submit the final draft of letters for the signature of the High Representative/Vice-President, the President of the European Council, the President or Vice-Presidents of the Commission, including the relevant cover note;
- finalise, register, transmit and archive the approved outgoing correspondence;
- in coordination with the relevant EEAS services, prepare, manage and send serial invitation letters for conferences and events, when there are signed by the HR/VP or co-signed; and
- support the services in relation to the handling of correspondence.

[2] Contract Agent Selection Tool.
[3] Article 8 of the Commission Decision C(2017) 6760 of 16.10.2017 on the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Articles 3a and 3b thereof.
[4] Decision ADMIN(2023) 24 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.

Eligibility criteria[5]

Further to the conditions set out in Article 82 of the CEOS, candidates must:

- have passed a valid EPSO CAST in a valid function group for this post, or be registered in the EPSO Permanent CAST in a valid function group for this post (https://eu-careers.europa.eu/en/contract-staff-selection-procedures-always-open-registration). In the latter case, while the registration will make 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;
- have a level of post-secondary education attested by a diploma or a level of secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three year;
- have the capacity to work in the languages of the 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 European Union and enjoy full rights as a citizen.

Selection criteria

Candidates should have:

- a high sense of initiative, responsibility and reliability;
- very good organisational and inter-personal skills as well as a strong service minded and flexible team player attitude;
- capacity to ensure quality, speed and accuracy in performing complex tasks;
- strong drafting and problem-solving skills combined with sound judgement;
- attention to detail;
- excellent time management skills and the ability to prioritise tasks within a given timeframe;
- ability to communicate clearly on complex procedures and answer technical questions related to the handling of correspondence;
- good knowledge of ARES, a strong propensity for IT and very good knowledge of all MS Office Tools, i.e. mail merge in Word, Excel tables; and
- good knowledge of oral and written English.

Furthermore:

- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience in working with or within other EU institutions;
- knowledge of oral and written French; and
- good understanding or keen interest in EU external relations.

will be considered assets.

CONDITIONS OF RECRUITMENT AND EMPLOYMENT

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, **all candidates shall fill with their application a declaration of potential conflict of interest** (see attached).

MEDICAL CLEARANCE

The signature of the contract will be subject to prior favourable opinion of the Medical Service, unless the successful candidate is a temporary agent currently employed in the EEAS.

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

PERSONNEL SECURITY CLEARANCE (hereafter, "PSC")

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[6].

The selected candidate should hold, or be in the position to obtain, a valid Personnel Security Clearance (hereafter, the "PSC")[7] 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 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 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.

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 CONTRACTAGENTS-HQ@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.

[6] OJ C 263, 26 July 2023, p.16.

[7] 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'."

APPLICATION AND SELECTION PROCEDURE[8]

Please send your CV and cover letter (with your EPSO CAST number), in English and the attached declaration of potential conflict of interest via email, with reference to the Job Number in the Subject field, to:

POLICY-COORDINATION-RECRUITMENT@eeas.europa.eu

Deadline for sending application: 25/11/2026 at 12.00 noon (CET).

Candidates shall draft their CV using the Europass CV, which can be found at the following internet address:

http://europass.cedefop.europa.eu/en/documents/curriculum-vitae.

Late applications will not be accepted.

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

The preselected candidates who best meet the selection criteria will be invited for an interview, so that the selection panel can evaluate them objectively and impartially on the basis of their qualifications, professional experience and linguistic skills, as listed in the present vacancy notice.

The selection panel may decide, subsequent 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 then recommend a shortlist of candidates for a final decision by the Authority Authorised to Conclude Contracts of Employment (hereafter, the "AACC"). If appropriate, the relevant Director, Managing Director or other senior manager of the recruiting division may conduct confirmatory interviews, prior to the final selection by the AACC.

It is recalled that, if the interest of the service so requires, the selection procedure can be terminated at any stage.

In the interest of the service, after identifying the candidate that best fits the requirements 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 the same post or an equivalent post in the EEAS with the same job profile.

If the successful candidate accepts the position, they will be expected to take up duties on the post. Consequently, their applications to other vacant posts within the EEAS will only be considered after two years on the post. Derogations may be granted in the interest of the service.

CONTACT:

Jani Taivalantti, Deputy Head of Division
☎ +32 2584-72 92
Email: Jani.TAIVALANTTI@eeas.europa.eu

[8] Your personal data will be processed in accordance with Regulation (EU) 2018/1725. The privacy statement is available on the EEAS Intranet: https://www.eeas.europa.eu/eeas/eeas-privacy-statement-data-protection-notice-purpose-processing-personal-data-related-selection-0_en.



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: ☐ Official of the Institutions of the EU ☐ Candidate from a Member State ☐ Current EEAS/EC Temporary Agent ☐ EPSO laureate ☐ Current EEAS/EC Contract Agent ☐ 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:	

Position applied for: .....

Job number: .....

Division: .....

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: POLICY-COORDINATION-RECRUITMENT@eeas.europa.eu