

**Please note that Nationals from the EU who passed the following CAST tests are eligible to apply for the EEAS posts in EU Delegations: EPSO CAST 25, EPSO CAST 27, EPSO CAST 2008 or the EPSO CAST 2010.**

Candidates who passed the full CAST tests (comprising of reasoning tests and competency tests or talent screener and competency tests) are eligible to apply for the EEAS posts in EU Delegations.

- In case of generalist CAST full tests comprise of reasoning tests and competency tests,
- In case of specialist CAST full tests comprise of talent screener and competency tests,

Please refer to the results letter in your EPSO Account to see whether your CAST test contains all the above mentioned elements before applying.

Candidates registered in the EPSO Permanent CAST in the FG of the vacant post can also apply

[https://epso.europa.eu/apply/job-offers\\_en?keyword=&contract=37&grade=All&institution=101&location=All](https://epso.europa.eu/apply/job-offers_en?keyword=&contract=37&grade=All&institution=101&location=All)

**Please take note that:**

- Interested candidates can contact the contact points mentioned in the call of interest to obtain more information. Applications and CVs should be sent to contact points mentioned in the publication
- Candidates should be aware that they are only eligible for posts which have the same function group level as the function group level of the EPSO test they succeeded.
- After a further selection based on the CVs, the Delegation/HQ can invite candidates to participate in an interview panel and transmits the name of the selected candidate to HR Department in the EEAS HQ to start the recruitment procedure. This means that the selection procedure is organised by each Delegation concerned, except for RSA/RSO and Heads of Administration posts for which panels are organised in Brussels by the EEAS.
- Please be aware that some vacant posts are filled, within the EEAS mobility process, with contract agents who are already jobholders in a Delegation or at EEAS Headquarters (HQ).
- Candidates who are already working as contract agents in an EEAS post in the same Delegation for 6 years or more are encouraged to apply for another EEAS posts in Delegation.
- Candidates who are already working as contract agents in an EEAS post in the same Delegation for at least 3 years can apply for early mobility. Their request should be approved by the Head of Delegation and by the HQ.

The successful candidate will be required to undergo security vetting if (s) he does not already hold security clearance to an appropriate level, in accordance with the relevant security provisions.

For more information on the selection and recruitment of Contract Agents, please visit the European Commission website: [http://ec.europa.eu/civil\\_service/job/contract/index\\_en.htm](http://ec.europa.eu/civil_service/job/contract/index_en.htm)

**VACANCY IN BOSNIA & HERZEGOVINA – post number 152230**

<b>ALLOWANCE for LIVING CONDITIONS (ICV)</b>	<b>PROFILE OF THE POST</b>	<b>FUNCTION GROUP</b>
<b>15%</b>	<b>Political officer</b>	<b>FG IV</b>



**EUROPEAN EXTERNAL ACTION SERVICE**  
Job Description Form

Job description version4 (*Active*)  
Job no.152230 in *DEL Bosnia and Herzegovina.001*  
Valid from 19/02/2018 until

**Job Holder**

**Name**

**Job Profile**

**Position**

CONTRACT AGENT FGIV

**Job title**

Advisor - Political Advisor

**Domains**

**Generic domain**

EU NEIGHBOURHOOD

**Intermediate domain**

PRE-ACCESSION and ENLARGEMENT

**Specific domain**

SOCIAL AFFAIRS

**Job Family**

External Relations

**Sensitive job**

No

**Overall purpose**

Under the supervision of the Head of Section, monitor, report and provide policy advice on the political situation in Bosnia and Herzegovina and policy developments in the fields of EU integration, human rights and education. To assist the Head of Political section in co-ordinating activities in these fields where required.

**Functions and duties**

+ POLICY DEVELOPMENT - Policy development

- Monitor, analyse and report on BiH's progress on accession to the European Union. Observe, monitor and report on sectoral issues under the SAA and European integration matters.
- Assist in conducting and co-ordinating pre-accession reporting activities.
- Monitor and analyse the political situation and development in BiH, including on a regional level and political relations with the EU and Member States
- Monitor, report and provide policy advice on Human Rights in BiH. This includes: implementation of international human rights standards, children rights, minority rights and Roma issues, refugees and the Sarajevo Process, education and discrimination
- Support the implementation of the EU Local Strategy on Human Rights Defenders
- Contribute to formulation of the country specific cooperation strategy

+ INTERNAL COMMUNICATION (general) - Sectoral reporting to Headquarters

- Observe, monitor and report regularly and in timely fashion (including early warnings on potential disputes) to Headquarters on sectoral issues, as well as in response to any specific requests
- Contribute to and where needed coordinate regular reporting (e.g. SAP Report, Annual Progress Report) as well as thematic reports
- Draft policy briefs, speeches and speaking notes in the areas of responsibility
- Act as Human Rights and Gender Focal Point in the EUD

+ REPRESENTATION, NEGOTIATION and PARTICIPATION - Representation and Participation

- Maintain close working relations with relevant national authorities, political parties, Member States representatives, non-state actors and other relevant organisations/institutions
- Maintain relations in relevant policy fields with OSCE, Council of Europe and UN Agencies (including UNHCR, UNICEF, UNDP and UNIFEM) and other international partners
- Participate in meetings, conferences, political hearings
- Prepare and assist in missions from Headquarters

**Job requirements**

**Experience**

**Languages**

Listening	Reading	Spoken interaction	Spoken production	Writing
-----------	---------	--------------------	-------------------	---------

**Knowledge**

**Competences**

**Job Environment**

**Organisational entity**

Type:

Size:

*Gender balance (within the entity):*

*Comments:*

*Presentation of the entity:*

***Job related issues***

Atypical working hours

**Missions**

Frequent, i.e. 2 or more missions / month

Long duration, i.e. missions lasting more than a week

*Comments:*

***Workplace, health & safety related issues***

Noisy environment

Physical effort / materials handling

Work with chemicals / biological materials

Radioprotection area

Use of personal protective equipment

Other

*Comments:*

***Other***

*Comments:*

# EEAS PRIVACY STATEMENT

## for the purpose of the processing operation

### Selection, recruitment and administrative management of contract agents (CAs) in EU Delegations

#### 1. INTRODUCTION

THE PROTECTION OF YOUR PRIVACY, INCLUDING YOUR PERSONAL DATA, IS OF GREAT IMPORTANCE TO THE EUROPEAN EXTERNAL ACTION SERVICE (EEAS), THEREBY REFLECTING THE PROVISIONS OF THE CHARTER ON FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION, AND IN PARTICULAR ART. 8 THEREOF. THE PRESENT PRIVACY STATEMENT DESCRIBES THE MEASURES TAKEN TO PROTECT YOUR PERSONAL DATA WITH REGARD TO THE ACTION INVOLVING THE PRESENT DATA PROCESSING OPERATION AND WHAT RIGHTS YOU HAVE AS A DATA SUBJECT. YOUR PERSONAL DATA ARE PROCESSED IN ACCORDANCE WITH REGULATION (EC) 45/2001 ON THE PROTECTION OF INDIVIDUALS WITH REGARD TO THE PROCESSING OF PERSONAL DATA BY THE COMMUNITY INSTITUTIONS AND BODIES AND ON THE FREE MOVEMENT OF SUCH DATA, AS IMPLEMENTED IN THE EEAS BY THE DECISION OF THE HIGH REPRESENTATIVE OF THE UNION FOR FOREIGN AFFAIRS AND SECURITY POLICY OF 8 DECEMBER 2011. ALL DATA OF A PERSONAL NATURE - NAMELY DATA WHICH CAN IDENTIFY YOU DIRECTLY OR INDIRECTLY - WHICH YOU PROVIDE TO THE EEAS WILL BE HANDLED WITH THE NECESSARY CARE.

#### 2. PURPOSE OF THE PROCESSING OPERATION

The purpose of the data processing operation is to manage selection procedures, recruitment and administrative procedures for contract agents in EU Delegations.

#### 3. DATA PROCESSED

I. Data, including personal data, processed from the contract agent:

- Full Name
- Address
- Gender
- Date and place of Birth
- Nationality
- ID
- Personal Number
- Status
- Current place of assignment (if applicable)
- Duration of contract
- Future place of assignment
- Data regarding professional experience, qualifications and skills, including CVs and motivational statements
- Results of the Interview/ selection panel reports

II. Data processed from the Head of Delegation, Head of Section, Head of Administration, Panel Secretary and the Staff Representative included in the report from the selection panel:

- Name
- Last Name
- Service/Function

#### 4. CONTROLLER OF THE PROCESSING OPERATION

The controller<sup>1</sup> responsible for the processing operation is the Head of the EEAS MDR.C3 'Selection and Recruitment of Contract Agents, SNEs, Junior Experts in Delegation and Trainees' or his/her Deputy acting on his/her behalf; co-controllers for the personal data processing are the respective EU Delegations with the Head of Delegation in charge.

#### 5. RECIPIENTS OF THE DATA

Recipients of the data, including personal data, in EU Delegations:

- Head of Delegation, Head of Administration

Recipients of the data, including personal data, in Headquarters:

- MDR C3 staff-processors of the data and other relevant MDR services dealing with contract agents (notably MDR B1 – for RSOs/RSAs and MDR A 3 for RITOs)
- Appointing Authority
- Members of selection panels
- EC DG HR B2 - Unit dealing with recruitment of contract agents

<sup>1</sup> The controller is the organisational entity which determines the purpose and means of the processing of personal data.

**6. PROVISION, ACCESS AND RECTIFICATION OF THE DATA**

You have the right to access your personal data and the right to correct any inaccurate or incomplete personal data, as well as to request the removal of your personal data, which will be implemented within 5 working days after your specific request will have been deemed legitimate. If you have any queries concerning the processing of your personal data, you may address them to the data controller at the following functional mailbox: [MDR-C3@eeas.europa.eu](mailto:MDR-C3@eeas.europa.eu).

**7. LEGAL BASIS FOR THE PROCESSING OPERATION**

- Good administration practices in the framework of the Treaty of Lisbon and the Council Decision of 26 July 2010 establishing the organisation and functioning of the EEAS (2010/427/EU).
- Conditions of Employment of Other Servants (CEOS/"RAA"): articles 79 and 80, 82 to 87 and 119.
- Decision of the High Representative of the European Union for Foreign Affairs and Security Policy of 22 November 2011 on general implementing provisions (GIPs) for giving effect to the Staff Regulations and to the CEOS.PROC HR(2011)013.
- General Implementing Provisions on the procedures governing the engagement and the use of contract staff at the Commission C(2011)1264 final, 2 March 2011
- Commission Decision of 16 December 2013 C (2013)8967 final amending the GIPS.
- Commission Decision of 16 December 2013 (2013)9054 final on measures concerning leave on personal grounds for officials and unpaid leave for temporary and contract staff of the European Union.
- Decisions concerning the Mobility for EEAS Contract Agents in the Delegations of the European Union and the Implementing Guidelines.

**8. TIME LIMIT FOR STORING DATA**

The data will be kept for a maximum of 10 years as of the termination of employment.  
As for non-recruited applicants, data will be retained for a maximum of 2 years.

**9. CONTACT**

In case you have questions related to the protection of your personal data, you can also contact the EEAS' Data Protection Office at [data-protection@eeas.europa.eu](mailto:data-protection@eeas.europa.eu).

**10. RECOURSE**

You have at any time the right of recourse to the European Data Protection Supervisor at [edps@edps.europa.eu](mailto:edps@edps.europa.eu).