

# EUROPEAN EXTERNAL ACTION SERVICE



Head of Division

MD.EUROPE  
EUROPE.2 - Western Balkans / South-East Europe

Brussels,

## TO: PSC AMBASSADORS

SUBJECT: Call for Contributions for the Office of the EU Special Representative in Bosnia and Herzegovina (EUSR BiH)

Dear Ambassadors,

### A. BACKGROUND

Council Decision (CFSP) 2021/1193 of 19 July 2021 provides for the staffing resource of the EUSR in BiH.

### B. AIM

The aim of this call for contributions is to select a highly qualified international seconded/contracted expert for the position:

**Adviser – Strategy, Coordination and Planning (IS/C 2022/02)**  
**1 position (Sarajevo)**  
**Seconded/Contracted – Expert Level**

The Terms of Reference for the afore-mentioned post is attached in Annex 1.

The duration of the deployment/contract necessarily follows the relevant mandate durations of the EUSR.

The remuneration of personnel seconded by a Member State or an institution of the European Union to the EUSR shall be covered by the Member State or the institution of the European Union concerned respectively and in accordance with the prevailing conditions applied to the CFSP budget.

The remuneration of personnel contracted by EUSR is covered by EUSR budget in accordance with Classification and Grading Guidelines for International Contracted Staff (ARES (2015) 5139959-17/11/2015). In accordance with the prevailing Joint Action and Budgetary Impact Statement the EUSR budget will cover a daily per diem payment direct to the Seconded/Contractor, the cost of

official duty trips undertaken during the mission (within Bosnia and Herzegovina and/or internationally); high risk insurance; and liability insurance.

### C. METHODOLOGY

Member states/candidates are invited to provide secondment offers/job applications as follows:

- a) The personal profiles of the proposed candidates should meet the listed criteria described in the job descriptions (**Annex 1**);
- b) The closing date for receipt of offers of secondment/contract applications is **23:59 hrs on 28<sup>th</sup> March 2022**.
- c) Member States, EU institutions and candidates should submit their secondment offers / contract applications by e-mail, to the EEAS - Western Balkans Division, including a detailed curriculum vitae (**Annex 2**) covering the applicant's career, indicating qualifications and language skills, to the following addresses:

**European External Action Service/Western Balkan Division**

Emails: DE GUERRY Olivia (EEAS)

[Olivia.DE-GUERRY@eeas.europa.eu](mailto:Olivia.DE-GUERRY@eeas.europa.eu)

[EUROPE-2@eeas.europa.eu](mailto:EUROPE-2@eeas.europa.eu)

Ms. Olivia De-Guerry

Western Balkans Division

Phone: + 32 (0) 2 584 5093

and/or to

**European Union Special Representative in Bosnia and Herzegovina**

E-mail: [aida.zunic@ext.eeas.europa.eu](mailto:aida.zunic@ext.eeas.europa.eu)

Ms. Aida Zunic

Head of Finance and Administration

Phone: +387 33 560 833

- d) The selection procedure will take place immediately following reception of proposals/applications.
- e) Only personnel nominations for secondment received through official channels from Member States and institutions of the European Union will be considered.
- f) The candidates considered to be most suitable will be short-listed and interviewed in Sarajevo or by Zoom or phone.
- g) European External Action Service will be responsible for notifying Member States of personnel who have been selected. All A-type posts which are not covered by secondment will be advertised as appropriate by the European External Action Service and also notified to Member States and EU institutions in order to recruit the best-qualified applicants.

## D. GENERAL INFORMATION

- a) Nominated personnel should undergo an extensive medical examination, appropriate vaccinations and be certified medically fit for mission duty by a competent authority from the Member State. A copy of this certification must accompany deployed seconded international experts.
- b) The selected candidate will have to be in possession of the necessary level of security clearance (**EU SECRET** or equivalent), as specified in the respective job description. For seconded experts, the original certificate of the national security clearance or a proof of initiation of the process must accompany deployed seconded international experts. For contracted experts, if necessary, the process may be initiated by EUSR BiH. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.
- c) Member States seconding personnel to a EUSR office are kindly reminded that European Commission rules for Special Advisers specify that the concerned Special Adviser/EUSR is solely responsible for the management of seconded personnel, and that seconding Member States are therefore requested not to instruct seconded personnel to undertake any activity on their behalf for the duration of secondment. Seconded /contracted staff will be required to sign a corresponding 'undertaking'/employment contract to this effect upon taking up their positions. European Commission rules for Special Advisers also require a certification by Member States who second personnel to a EUSR office that the seconded staff will remain subject throughout the period of secondment to the social security legislation applicable and that the employer will assume expenses incurred abroad.
- d) Any further information required related to the selection of the international seconded/contracted expert may be obtained from the European External Action Service, by contacting:

**European External Action Service/Western Balkan Division**

Emails: [Olivia.DE-GUERRY@eeas.europa.eu](mailto:Olivia.DE-GUERRY@eeas.europa.eu)  
[EUROPE-2@eeas.europa.eu](mailto:EUROPE-2@eeas.europa.eu)  
 Phone: + 32 (0) 2 584 5093

and

**Office of the European Union Special Representative in Bosnia and Herzegovina**

Ms. Aida Zunic, Head of Finance and Administration

E-mail: [aida.zunic@ext.eeas.europa.eu](mailto:aida.zunic@ext.eeas.europa.eu)  
 Phone: +387 33 560 833

Yours sincerely,

Elsa Fenet  
 Head of Division  
 (e-signed)