

# EUROPEAN EXTERNAL ACTION SERVICE



**Mr Eamon Gilmore  
European Union Special Representative  
for Human Rights**

## Job Description for the post of Temporary Administrative Assistant to the EUSR for Human Rights

### ANNEX I

<b>Organisation:</b>	EUSR for Human Rights
<b>Job Location:</b>	Brussels, Belgium
<b>Availability:</b>	March 1, 2023- until Feb 29, 2024
<b>Contract Regime:</b>	<b>Fixed term local contract under BE law</b>
<b>Job Titles/Vacancy Reference:</b>	Temporary Administrative Assistant to the EUSR for Human Rights
<b>Number of posts:</b>	1 post
<b>Deadline for applications:</b>	<b>February 15, 2023</b>
<b>Email address to send the CV and completed application template:</b>	<a href="mailto:EEAS-EUSR-HR@eeas.europa.eu">EEAS-EUSR-HR@eeas.europa.eu</a>
<b>Additional information:</b>	<a href="mailto:EEAS-EUSR-HR@eeas.europa.eu">EEAS-EUSR-HR@eeas.europa.eu</a>

## Temporary Administrative Assistant to the EUSR for Human Rights

The EU Special Representative for Human Rights wishes to appoint a Temporary Administrative Assistant, who will provide administrative and logistical support for his work.

The post is based in Brussels, is subject to Belgian employment law, and is for a fixed term, until February 29th, 2024.

The Temporary Administrative Assistant will assist in managing the EUSR's office, agenda, office correspondence, virtual meetings, hosting visitors, mission travel and other miscellaneous tasks.

The Temporary Administrative Assistant will work as a key member of the EUSR's team and will collaborate with the EUSR's Personal Assistant and with the team of Political Advisors and staff of the EU institutions, especially the EEAS.

A candidate must be a citizen of an EU member state.

The successful candidate will be required to apply for the appropriate EU security clearance certificate, if not already in possession of one.

**The closing date for applications is February 15, 2023.**

Completed application form and CV should be sent to [EEAS-EUSR-HR@eeas.europa.eu](mailto:EEAS-EUSR-HR@eeas.europa.eu)

Job Title	Temporary Administrative Assistant to the EUSR for Human Rights
<p><b>Job Description</b></p>	<p><b>The Temporary Administrative Assistant will work under the supervision of the EUSR's Personal Assistant in performing some of the following tasks:</b></p> <ul style="list-style-type: none"> <li>○ Processing, and co-ordination of all the EUSR's correspondence and messaging, including confidential reporting</li> <li>○ Arranging meetings and appointments for the EUSR, including those carried out in virtual format</li> <li>○ Making the logistical arrangements relating to the EUSR's travel to meetings, missions and events outside of Brussels, including the organisation of visas and any other mission travel requirements for the EUSR and his team</li> <li>○ Assisting in the organisation of events, such as seminars, webinars, round tables etc., including events to be held online</li> <li>○ Maintenance and organisation of office records</li> <li>○ Liaising and co-operating with the EUSR's team, with the staffs of the EEAS, EU institutions, representatives of Member States, Embassies based in Brussels, EU Delegations and Civil Society Organisations</li> <li>○ Such other duties as the EUSR may assign</li> </ul>
<p><b>Minimum Requirements</b></p>	<p><b>MINIMUM REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>○ Third-level education</li> <li>○ Relevant experience of working in an employment which requires a high degree of confidentiality</li> <li>○ Excellent skills and experience in the use of information and communications technologies</li> <li>○ Excellent written and spoken English</li> <li>○ Good interpersonal and communications skills and an ability to work in a multi-cultural environment</li> <li>○ An interest in and some knowledge of Human Rights</li> </ul>
<p><b>Terms &amp; Conditions</b></p>	<p><b>TERMS &amp; CONDITIONS</b></p> <ul style="list-style-type: none"> <li>○ A fixed term contract under Belgian law is offered until 29<sup>th</sup> February, 2024</li> <li>○ If employed, the employee is required to present a valid certificate with the necessary level of security clearance (EU SECRET or equivalent) from the country of permanent residency</li> <li>○ The selection procedure will take place shortly after the expiry of the deadline for submitting the applications</li> <li>○ The candidates considered to be most suitable will be short-listed and, if selected, interviewed in Brussels</li> <li>○ The EUSR will be responsible for the final selection</li> </ul>
<p><b>Application procedures</b></p>	<p><b>APPLICATION PROCEDURE</b></p> <ul style="list-style-type: none"> <li>○ Please send your CV &amp; completed job application form to <a href="mailto:EEAS-EUSR-HR@eeas.europa.eu">EEAS-EUSR-HR@eeas.europa.eu</a></li> <li>○ The deadline for applications is <b>February 15, 2023</b></li> <li>○ <b>All applicants must complete the application form. Applications submitted without the form will not be considered</b></li> <li>○ <b>Please do not contact the EUSR office- only shortlisted candidates will be contacted further.</b></li> </ul>