

EUROPEAN EXTERNAL ACTION SERVICE



**EU Special Representative
for the Horn of Africa**

ANNEX I

REQUEST FOR SECONDMENT OF A CHIEF OF CABINET/CHIEF OF STAFF TO THE EU SPECIAL REPRESENTATIVE FOR THE HORN OF AFRICA (BRUSSELS BASED)

Organisation:	EU Special Representative for the Horn of Africa
Job Location:	Brussels, Belgium
Availability:	1 September 2025 (ASAP) and until 31 August 2026 . Possible extension (2 years) pending extension of EUSR mandate.
Contract Regime:	Secondment
Job Titles/Vacancy Reference:	Chief of Cabinet / Chief of staff
Number of posts:	1 post
Deadline for applications:	9 July 2025 at 17:00 CET
Email address to send the CV and cover letter:	EUSR.HORNOFAFRICA@eeas.europa.eu Please mention in the email subject 'Chief of Cabinet Brussels'
Additional information:	Ms Pavla Danisova Email: Pavla.danisova@eeas.europa.eu Mobile: +32 460 84 4437

The EU Special Representative for the Horn of Africa kindly requests Member States, the institutions of the Union and the EEAS to consider the Secondment of one staff member for the post of Political Advisor to the team of the Special Representative, based in Brussels, according to the described requirements and information provided below:

A. Essential Requirements

Citizenship - Citizen of a Member State of the European Union (EU) and enjoying full rights as a citizen.

Integrity - The candidate must maintain the highest standards of personal integrity, impartiality and self-discipline. Candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information related to the Special Representative or

respective tasks and activities without her express permission. The candidate shall carry out their duties and act in the interests of the Special Representative.

Gender balance - The EU strives for improved gender balance in CSFP/CSDP operations and EUSR Offices in compliance with UNSCR 1325. The EUSR encourages the contributing Member States, the institutions of the Union and the EEAS to take this into account when offering contributions.

B. Job description

Job Title	Chief of Cabinet (POLAD)/Chief of staff (Brussels office, seconded)
Job Description	<p>Under the guidance of the EU Special Representative, the Chief of Cabinet/Chief of staff will:</p> <ul style="list-style-type: none"> • Strategic planning of EUSR activities; • Deputize for the EUSR in her absence in Brussels and as required in EU member states and in the Horn of Africa; • Assist the EUSR in the daily management and coordination of the EUSR's team of political advisers in Brussels, Nairobi and Addis; • Close liaison with the European External Action Service, other EU institutions, EU Member States and international partners; • Joint responsibility with the EUSR for Administrative and Financial Supervision vis-à-vis the relevant units in Brussels, Nairobi and Addis; • Fulfil mandated reporting requirements to the institutions of the Council and the EU Commission. Plan reporting/presence in PSC, COAFR, and other relevant fora; • Assist the EUSR with communications and outreach; • Advise and report to the EUSR on Political developments and the security and humanitarian situation in the region, and make recommendations for EUSR action, including based on consultations with member states and institutions based in Brussels; • Manage the security of the EUSR team in the Horn of Africa and coordinate with relevant actors in ensuring the safety and security of staff; • Provide advice and report on any other matter pertinent to the mandate as requested by the EUSR; • Manages the EUSR team as chief of staff.

<p>Qualifications and Experience</p>	<ul style="list-style-type: none"> • Good political judgment, ability to think strategically and strong analytical skills; • Experience of EU institutions and of a political advisory function; • Experience in managing a small and geographically-dispersed team; • Experience in personnel administration and management. • Ability to work well with others; • Energy, flexibility and ability to take initiative; • Excellent drafting and verbal skills in English; • French and/or Arabic language skills an asset; • Previous experience from the Horn of Africa region an asset;
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