

## **EEAS Vacancy Notice**

### **Seconded National Expert in the Peace, Partnership and Crisis Management Directorate (EEAS.MD-PSD.PCM)**

#### **Policy Officer/Strategic Planner in Division PCM.3 - Europe sector**

**CO-FINANCED**

**AD level post**

**Job No 303152**

#### **We are:**

The European External Action Service (EEAS) supports the High Representative in the exercise of her mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), of representing the EU and of chairing the Foreign Affairs Council. It also supports the High Representative in her capacity as Vice-President of the Commission with regard to her responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

#### **We propose:**

The position of: co-financed Seconded National Expert  
Job title: Policy officer - Strategic planner for CSDP Missions in Europe  
Entity: Strategic Planning for Crisis Management (PCM.3)

#### **Functions and Duties:**

- Conduct planning at politico-strategic level, develop planning documents (option papers, crisis management concepts, strategic analysis papers, strategic reviews, Council Decisions) and ensure the development and the coordination of CSDP missions, in particular in Europe; to that end, coordinate inputs from other relevant EU interlocutors, and Member States;
- Coordination with CSDP Missions and Operations on strategic aspects;
- Coordination with other international organisations (including NATO and UN) and with the host country;
- Conduct of Strategic Reviews of CSDP Missions and Operations;
- Assist with the preparation for, and taking forward the outcomes of, meetings of the EU Political and Security Committee, the committee for civilian aspects of crisis management (CivCom), the Political and Military Group, the Committee of Contributors and the EU Military Committee;
- Lead and conduct or participate in missions to the field (including fact-finding missions) and be responsible for preparing respective reports;
- Analyse, follow-up and give updates on the political, economic, security and/or humanitarian situations in Europe, with a focus on Western Balkans and Eastern Europe;
- Elaborate and contribute toward the definition of CSDP policies with the objective of ensuring strategic political coherence in bilateral and / or multilateral relations;
- Ensure internal coordination within the EEAS and other EU institutions.

## **We are looking for:**

The European External Action Service (EEAS) is seeking a dynamic, proactive and highly motivated colleague with strong analytical, drafting, communication skills and with a developed sense of service as well as a strong knowledge and experience in the areas of responsibility.

The candidate should have a good understanding of EU policy-making and decision-making processes, and an understanding of inter-institutional relations as well as have relevant political experience in the proposed areas. The candidate will be working in a friendly and dynamic environment. He/she will have to work in an international and multicultural environment in close synergy with Member States and EU institutions.

## **Legal basis:**

- This vacancy is to be filled in accordance with the EEAS Decision of the High Representative of the Union for Foreign Affairs and Security Policy HR DEC(2014) 01 of 04/02/2014 establishing the rules applicable to National Experts seconded to the European External Action Service.

## **Eligibility criteria:**

Candidates must:

- a) Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;
- b) Have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function groups AD or AST as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the Union<sup>1</sup> or, where justified in the interests of the service, professional training of an equivalent level.<sup>2</sup>;
- c) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties;
- d) Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that he/she will carry out; [Decision ADMIN\(2023\) 18 on the security rules for the European External Action Service](#)
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;
- f) Remain subject to the social security legislation applicable to the public administration, international administration or entity which employs the SNE and which will assume responsibility for expenses incurred abroad. In case of posting to an EU Delegation, the employer certifies that the SNE is covered for medical expenses incurred at the place of secondment, as well as costs of repatriation on health grounds throughout the full period of secondment;
- g) Ensure that there is no conflict of interest and that he/she will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

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<sup>1</sup> Regulation (EEC, Euratom, ECSC) No 259/68 of the Council of 29 February 1968 (OJ L 56, 4.3.1968, p.1) and successive amendments.

<sup>2</sup> Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference, see: <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

## **Selection criteria:**

### **A. Qualifications and experience required**

- University diploma;
- At least five years proven, pertinent professional experience in the field of law enforcement and/or crisis management including, ideally, some professional experience in multinational organisations and/or civ-mil organisations;
- Have experience and knowledge of CFSP and CSDP;
- Practical experience of planning at a strategic level;
- Deployment within a CSDP/OSCE/UN/NATO mission/operation as well as knowledge of the EU's functioning in general and of CSDP in particular would be an asset;
- Good computer skills are essential, notably in word processing, spreadsheets, presentations software, Internet / Intranet and email systems. Knowledge of other IT tools would be an asset.

### **B. Skills required**

- Have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement;
- Be proactive, demonstrate sense of initiative;
- Have good organisational skills, the ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- Have excellent drafting and communication skills;
- Have excellent negotiating skills in a multinational environment;
- Have the ability to work professionally as a member of the division, in mixed-composition task forces and working groups, in an interesting but challenging environment with sometimes unpredictable working hours. A willingness to travel frequently to mission areas is also essential;
- Good computer skills are essential, notably in word processing, spreadsheets, presentations software, Internet / Intranet and email systems. Knowledge of other IT tools would be an asset;
- National security clearance at SECRET UE level. Such clearance needs to be obtained from the competent authorities before secondment to the European External Action Service. It must be valid for the entire period of secondment. In its absence, the EEAS reserves the right to refuse the secondment as a national expert.

### **C. Languages**

- Thorough knowledge of one EU working language and satisfactory knowledge of another one are required; in practical terms, in order to perform required duties, that means an excellent command of written and spoken English, in particular good report-writing skills; good knowledge of written and spoken French is desirable.

### **D. Personal Qualities**

- Maintain the highest standards of personal integrity, impartiality and self-discipline. The expert must exercise the greatest discretion with regard to all facts and information coming to his/her knowledge in the performance of his/her duties;
- Possess dynamic motivated and flexible personality. Be able to adapt quickly to new situations and deal with new challenges, including missions in conflict area.

## **Equal opportunities**

- The EEAS is committed to an equal opportunities policy for all its staff and applicants. The EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service

which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

- Candidates with disabilities are invited to contact [SNE-CSDP@eeas.europa.eu](mailto:SNE-CSDP@eeas.europa.eu) in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure with equal opportunities as other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1(d) (4) of the Staff Regulations.

### **Conditions of secondment**

SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer. The EEAS will provide for the allowances in order to contribute to cover the SNE's living expenses in the place of secondment on a flat-rate basis. These allowances shall not be construed as remuneration paid by the EEAS.

Duration of the secondment: Initial period up to two years, renewable up to 4 years.

#### **Co-financed SNEs shall be entitled to:**

- daily allowance (**43.32 €/per calendar day for the distance 0-150km or 173.30 €/calendar day for the distance >150 km<sup>3</sup>**) throughout the period of secondment;
- monthly allowance calculated on the basis of the distance between the place of origin (the employer's head office) and the place of secondment (**between 0 to 977.90 €/month<sup>4</sup>**);
- reimbursement of travels take up duties/end of secondment on a flat-rate basis (if not paid by the employer).

The EEAS will cover:

- costs of professional travels (missions) incurred by the SNE posted in the EEAS HQ;
- accident insurance 24/7 for SNE (not family members).

Other expenses such as removal costs, allowances, salary, insurance, schooling (while the SNE maintains the right to enrol the children in an [European School Type I](#))<sup>[5]</sup> and costs related to the enrolment to the Interinstitutional nurseries or the After-school centre managed by the early childhood centre of the European Commission shall not be covered by the EEAS. However, in case the SNE makes use of these two facilities for their dependent children, the EEAS shall recover any invoiced cost (including the institutional and the parental contribution, estimated at approximately EUR 18,000 per year and per child) from the Seconded National Expert concerned on a yearly basis. For further information, please contact [RM-01-COORDINATION@eeas.europa.eu](mailto:RM-01-COORDINATION@eeas.europa.eu).

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<sup>3</sup> Daily allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2024) 53 of 20/12/2024

<sup>4</sup> Monthly allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2024) 53 of 20/12/2024

<sup>[5]</sup> <https://www.eursc.eu/en/Accredited-European-Schools/About>

**Vacancy available from: 1<sup>st</sup> July 2025**

**Place of secondment: Brussels, Belgium**

**For further information, please contact:**

**Administrative questions:** [SNE-CSDP@eeas.europa.eu](mailto:SNE-CSDP@eeas.europa.eu)

**Selection and profile related questions:** Gil ROSTAIN, Head of Division, +32 2 584 1745 [email:](mailto:gil.rostain@eeas.europa.eu)  
[gil.rostain@eeas.europa.eu](mailto:gil.rostain@eeas.europa.eu)

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