

## EEAS Vacancy Notice

### Seconded National Expert in the European Peace Facility Division (PCM.4), the EEAS Directorate for Peace, Partnerships and Crisis Management (PCM) Directorate

#### Policy Officer – Programme Manager in MD-PSD.PCM.4.SEC2, Assistance Measure

**CO-FINANCED**

**AD level post**

**Job No 401652**

#### **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.

The European Peace Facility Division (PCM.4) is a division within the EEAS Directorate for Peace, Partnerships and Crisis Management (PCM) created in 2021, which ensures the overall management of the European Peace Facility (EPF) –an EU external action instrument for the financing of CFSP needs of a military and defence nature. The Division is responsible for the planning/programming, identification, operational management and monitoring of assistance measures as well as for the preparation and negotiation of relevant Council decisions, among others. The Division works closely with relevant EEAS Services, Commission and Council services.

#### **We propose:**

The position of Policy Officer – Programme Manager, with the following functions and duties:

- Planning and programming, identification, formulation and operational management of EU military assistance to Ukraine;
- Preparation of relevant Council Decisions, policy papers and other documents;
- Preparation of briefings, lines to take, press releases and other information relating to EU military assistance to Ukraine;
- Facilitating a swift implementation and working closely with the European Commission and implementing actors to this effect;
- Ensuring a close and continuous engagement with the Ukrainian authorities;
- Attending the Division meetings, including of relevant Council working groups;
- Liaising with other relevant stakeholders, including the Ukraine Defence Contact Group, the European Defence Agency and industry representatives.

#### **We are looking for:**

A highly motivated and experienced programme manager, ideally with prior exposure to EU defence policy, who, under the authority of the Head of Division, will perform the following tasks/functions:

- Ensure close coordination with Ukraine, Member States, relevant EU Services and other stakeholders to facilitate EPF support to Ukraine;
- Assess proposals from MS and requests from potential beneficiaries for assistance measures to be funded under the EPF and ensure coordination with other stakeholders;

- Conduct identification of potential EPF assistance measures, or other assistance, including by participating in field missions to insecure areas;
- Draft HR proposals, HR recommendations, Council Decisions and Concept Notes related to proposed assistance measures;
- Draft briefs and contribute to policy papers on EPF assistance;
- Ensure regular coordination with relevant EU entities, EEAS Services and EU Delegations;
- Attend internal and external meetings on EU support to Ukraine;
- Ensure adequate public communication on the EU's military assistance to Ukraine.

### **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.

### **Selection criteria:**

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

- university diploma;
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience in working with or within other EU institutions;

<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>

- four years' relevant professional experience, ideally in a multinational setting;
- knowledge of EU institutions and functioning of the Union, CFSP/CSDP and broader EU external action;
- experience in capacity building for the armed forces and a track record of cooperation with the Ukrainian Ministry of Defence;
- experience in programme / project management in the peace, security and defence sector;
- a good technical understanding of military needs and equipment specifications;
- experience in working with the Ukraine Defence Contact Group (UDCG) and/or NATO/NSATU;
- knowledge of Union programmes in the area of defence production and cooperation with the Ukrainian defence industry;
- have the capacity to work in languages of the CFSP and external relations necessary for the performance of their duties. In particular, excellent drafting and oral communication skills in English.

## **B. Skills required**

- have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement;
- 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;
- 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 (to be adapted if 1 year)

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

- daily allowance (**43.84 €/per calendar day for the distance 0-150km or 175.38 €/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 989.64 €/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).

**Vacancy available from: 1<sup>st</sup> September 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:** Natalia RAZ, deputy Head of Division, +32 2 584 4496  
email: [Natalia.RAZ@eeas.europa.eu](mailto:Natalia.RAZ@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(2025) 14 of 07/05/2025

<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(2025) 14 of 07/05/2025

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