

EEAS Vacancy Notice

Seconded National Expert in the Civilian Operations Headquarters (EEAS.DSG-DEF.MD-CIVOPSHQ)

Policy Officer – Police Expert in the Operations division / Africa sector (CivOpsHQ.2)

COST-FREE

AD level post

Job No 466691

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 Civilian Operations Headquarters (CivOpsHQ) is the permanent structure supporting the Civilian Operations Commander. The Civilian Operations Commander is the overall commander at the strategic level of currently 14 civilian CSDP crisis management missions and provides strategic guidance and direction to the Heads of Mission. The Civilian Operations Commander reports directly to the High Representative for Foreign Affairs and Security Policy and through her to the Council of the EU. Under the political control and strategic direction of the Political and Security Committee and the overall authority of the High Representative, the Civilian Operations Commander ensures the effective planning and conduct of civilian CSDP crisis management operations, as well as the proper implementation of all mission-related tasks as well as the discharge of the duty of care.

We propose:

The post of a cost-free Seconded National Expert of Policy Officer – Police Expert in the Operations Division, CivOpsHQ2. The successful candidate will join the Africa Sector of the aforementioned division and work on issues related to the civilian CSDP Missions deployed to Africa in particular, EUCAP Sahel Mali and EUAM RCA.

Functions and Duties:

+ POLICY

- Contribute to drafting the operational planning documents such as the Operational Plan (OPLAN), particularly in respect to the operational focus and implementation sections, as well as to Council Decisions.
- Take part in Fact Finding Missions (FFM) and Technical Assessment Missions (TAM) and contribute to reports in this regard.
- Contribute to developing and maintaining related methodology and best practices.
- Follow closely the development of the EU policy concerning the mission area and the region and contribute to the policy making process and decisions as relevant.
- Analyse, follow-up and give regular assessments on relevant political, economic and sectoral developments in the area/s of responsibility, identifying implications for the mission.
- Contribute to draft and revise reports (Six Monthly Report, Special Reports, etc) in cooperation with the Civilian Mission and other departments of EEAS.
- Provide briefing notes, reports, assessments, analysis in the area of competence.

+ POLICY COORDINATION AND INTER-INSTITUTIONAL RELATIONS

- Prepare and participate in the discussions of the working groups and committees concerned by the CSDP, especially the Committee for Civilian aspects of Crisis management (CIVCOM), the RELEX, the Political Security Committee (PSC).
- Maintain close coordination with geographical divisions, other EEAS HQ divisions, and EU Delegations, assisting in the provision of guidance and background information to Civilian Missions and EEAS HQ when relevant.
- Develop and maintain close coordination and relations with the other EU institutions and other services.

+ INTER-SERVICE COORDINATION and CONSULTATION

- Coordinate the preparation of high-level visits and missions, ad hoc meetings, contacts with the Embassies, etc.
- Ensure the coherence of EU action by means of contribution and participation of the EEAS internal working documents.
- Maintain close contact with relevant services within the EEAS, including the services of the DSG for CSDP, Peace, Partnerships and Crisis Management Directorate, EU Military Staff, IntCen, OpCen, relevant geographic and thematic MDs and EUSR offices and EU Delegations for the purpose of the assigned tasks.
- At division level, cooperate closely with other policy officers and team members and ensure effective back-up within the division as required.
- Act as focal point for all enquiries regarding the civilian mission under responsibility.

+ EXTERNAL RELATIONS

- Act as a focal point regarding the allocated civilian CSDP mission;
- Where applicable, contribute to the preparation, management and realisation of EU negotiations.
- Contribute to dialogues with partners involved in relation to the Civilian Mission, including third countries, international organisations and civil society representatives.
- Maintain contacts with authorities in partner countries and with the diplomatic mission in Brussels.

We are looking for:

The CivOpsHQ is seeking a dynamic, proactive and highly motivated colleague with strong analytical and networking skills to occupy the post of Seconded National Expert (SNE). 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 experience in the areas of responsibility. 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 Union¹ or, where justified in the interests of the service, professional training of an equivalent level.²;

- 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;
- 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:

Candidates should:

A. Qualifications and experience required:

- Have a University degree or equivalent that is relevant for the post;
- Have a good understanding of the role of the EEAS as a diplomatic actor as well as a good understanding of the main objectives, principles and decision making processes of the EU's Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP)
- A past experience within an EU CSDP mission, an EU institution or in the field of internal security and defence, would be an asset;
- General knowledge of internal security and defence concepts and capabilities;
- Knowledge of the situation in the West Africa/Sahel region/Central Africa as well relevant EU policies and key priorities;
- Good computer knowledge, notably in word processing, spreadsheets, presentations software, Internet/Intranet, use of email systems are essential. Knowledge of other IT tools is an asset.

B. Skills required:

- Have strong organisational and managerial skills, sense of initiative and ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Have excellent interpersonal skills;
- Have ability to work and communicate in interdisciplinary and intercultural teams;
- Have excellent analytical capability as well as excellent drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions;

¹ 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.

² 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>

- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgement;
- Be prepared to travel on mission to current or potential crisis areas and to do so at short notice;
- Have the ability to exercise greatest discretion with regard to all facts and information coming to his/her knowledge in the course of or in connection with the performance of his/her duties.

C. Languages:

- The successful candidate should be able to work in at least one of the official CSDP languages fluently (EN or FR) and have a good knowledge of the second official working language. In the interest of the service, knowledge of FR would be considered as an asset for the position.

D. Personal qualities:

- Be a motivated and flexible team player;
- Have the ability to adapt quickly to new situations and deal with new challenges;
- Have the ability to maintain the highest standards of personal integrity, impartiality and self-discipline.

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 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

Cost-free SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer.

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

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](#))^[3] 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

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

and per child) from the Seconded National Expert concerned on a yearly basis. For further information, please contact RM-01-COORDINATION@eeas.europa.eu.

Vacancy available from: ASAP

Place of secondment: Brussels, Belgium

For further information, please contact:

Administrative questions: SNE-CSDP@eeas.europa.eu

Selection and profile related questions: Mr Kai Holst ANDERSEN, Head of Division
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