

EEAS Vacancy Notice

Seconded National Expert in the Security and Defence Policy Directorate (EEAS.MD-PSD.SECDEFPOL)

Policy Officer - STRA DO (Space Threat Response Architecture - Duty Officer) in the Space Division (SECDEFPOL.5)

CO-FINANCED

AD level post

Job No 426201

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 Policy Officer – STRA DO (Space Threat Response Architecture-Duty Officer). We offer a dynamic working environment with a varied and challenging portfolio. The selected candidate will primarily contribute to the implementation of the EU Space Strategy for Security and Defence and to the definition of EU positions on space and security, in particular as they relate to the use of space for defence as well as cybersecurity and emerging technologies. He/she will also support the STRA team as Duty Officer.

Functions and Duties:

- To support the Special Envoy for Space/ Head of the Space Division with space policy and security expertise, notably on:
 - the coordination of the implementation of the EU Space Strategy for Security and Defence;
 - the support to the activities related to the operational direction of SatCen;
- To contribute to the elaboration and further development of EU policies and activities in the areas relevant for space policy and space diplomacy;
- As and when required, to contribute to supporting the HR in the operational responsibilities by taking part in the 24/7 on call duty Response team and fulfilling the related tasks;
- To attend and report on relevant meetings with the European Commission, Council services, European Parliament and related working groups. To participate in Expert Working Groups of the Space Programme and those set up with third parties. Where appropriate, participate in external events (seminars, conferences etc.) on space for security and defence, in particular on cyber security and emerging technologies;
- In addition, the post will deal with the broader spectrum of upcoming space security challenges, including cyber resilience and emerging technologies;
- Any other tasks and responsibilities as requested.

We are looking for:

The European External Action Service (EEAS) is seeking a dynamic and highly motivated candidate with strong analytical, drafting, and reporting skills to occupy the post of a Policy Officer – STRA DO. Candidates should have a good understanding of EU policy-making and decision-making processes as well as have relevant experience in the proposed areas, especially on the use of space for defence as well as cyber security in space programmes. Candidates will have to work and communicate under time constraints in an international and multicultural environment, in close synergy with Member States and EU institutions.

Prior experience of working on space, security or related issues is essential.

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 level²;
- 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.

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>

Selection criteria:

A. Qualifications and experience required

- Have a University diploma in space policy, security policy, defence or related areas;
- Have a professional experience of at least three years in the abovementioned areas, including analysis and reporting; experience in third countries (MoD, embassy, international organisation, NGO, etc.);
- Knowledge/experience of EU institutions related decision-making processes, CFSP-CSDP, EU external action and related EU external policies (geographical and thematic).

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

- A thorough knowledge (capacity to write and speak) of English and a working-level knowledge of French is required.

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 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 four years.

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 km³**) 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 €/month⁴**);
- reimbursement of travels take up duties/end of secondment on a flat-rate basis (if not paid by the employer).
- where applicable - the allowance in force within the EEAS for standby duty (art.11§4⁵);

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](#))^[6] 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) from the Seconded National Expert concerned on a yearly basis. For further information, please contact RM-01-COORDINATION@eeas.europa.eu.

Vacancy available from: immediately

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: Marjolijn Van Deelen, Head of Division, +32 2 584 18 88, Marjolijn.VAN-DEELEN@eeas.europa.eu

³ 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

⁴ 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

⁵ Decision HR DEC(2014) 01 of 4 February 2014, art 11, paragraph 4

^[6] <https://www.eursec.eu/en/Accredited-European-Schools/About>