

EEAS Vacancy Notice

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

Policy Officer - Knowledge Management Expert in CIVOPSHQ.1 Division

COST-FREE

AD level post

Job No. 471379

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. The EEAS 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/Managing Director (MD). The Civilian Operations Commander is the commander at the strategic level of currently 13 civilian Common Security and Defence Policy (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 missions, as well as the proper implementation of all mission-related tasks as well as the discharge of the duty of care.

We propose:

The successful candidate will be attached to the Division in Civilian Operations Headquarters responsible for Horizontal Topics and Concepts, in the Mission Strategies' section. The division is staffed by thematic experts in different fields related to the implementation of civilian CSDP mission mandates.

Functions and Duties:

Under the authority of the Head of Division, the Seconded National Expert is expected to perform the following tasks:

- Develop and steer the overall approach to Knowledge Management for civilian CSDP, including all divisions in CivOpsHQ and supporting the civilian CSDP missions, in close cooperation with other Directorates within the EEAS, as well as relevant Commission services;
- Contribute to and further develop monitoring, evaluation and learning (MEL) processes within civilian CSDP;
- Further develop and conduct effective organisational learning processes for collecting, storing and disseminating lessons in the area of civilian CSDP, in close cooperation with other EEAS Directorates, and in line with the overall EEAS lessons learned process, thus contributing to overall learning in the area of EU Conflict Prevention and Crisis Response;

- Act as a point of contact to support, assist and advise civilian CSDP missions and CivOpsHQ on knowledge management and learning as well as issues related to monitoring and evaluation. Maintain a network of knowledge management points of contact in the civilian CSDP missions;
- Monitor and support the implementation of lessons learned within CivOpsHQ and across the civilian CSDP Missions; maintain a network of lesson learned points of contact in civilian CSDP missions;
- Develop and implement standard operating procedures and other guidance material related to knowledge management applicable to the civilian CSDP missions and CivOpsHQ. Contribute to the development and implementation of IT tools supporting knowledge management;
- Liaise with relevant knowledge management stakeholders, and participate and contribute to meetings and projects dealing with civilian CSDP knowledge management from EU Member States;
- Participate as appropriate in assessment and/or fact-finding missions and to contribute to strategic reviews and/or assessments of civilian CSDP missions from a knowledge management and organisational learning perspective;
- Cooperate with external partners involved in crisis management in relation to knowledge management (e.g. UN, OSCE, NATO, AU, academic institutions and Civil Society Organisations);
- Prepare and participate in meetings of preparatory groups/Council working parties and other meetings on these topics;
- Contribute to the selection of civilian CSDP mission personnel;
- Contribute to the development and delivery of training policy for civilian CSDP;
- Carry out other tasks as requested by line management.

We are looking for:

The European External Action Service (EEAS) is seeking a dynamic and 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 a knowledge of EU institutional practices, as well as - ideally - 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;

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>

- 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:

A. Qualifications and experience required

- Have a university degree;
- Have proven experience in the development and revision of policies and concepts, as well as in information and/or knowledge management;
- Have five years' relevant professional experience and ideally professional experience in multinational organisations;
- Have a good understanding of the role of the EEAS as a diplomatic actor as well as a good understanding of the main objectives and principles of the EU's CFSP;
- Have a good understanding of the EU's CSDP decision making process.

B. Skills required

- Have strong organisational skills and a sense of initiative and ability to work under pressure;
- Have excellent interpersonal and cooperation 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;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgement;
- Have good computer skills, notably in databases, web design, word processing, spreadsheets, presentations software, Internet / Intranet and email systems. Knowledge of other IT tools would be a strong asset.

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 an asset;

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 areas.

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) 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:

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

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