

## EEAS Vacancy Notice

### Seconded National Expert in the Civilian Operational Headquarters Managing Directorate (DSG-DEF.MD-CIVOPSHQ)

#### Policy Officer - Senior Police Expert in MD-CIVOPSHQ.OFFICE

**COST-FREE**

**AD level post**

**Job No 500812**

#### **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/Managing Director (MD). The Civilian Operations Commander is the commander at the strategic level of currently 13 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 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 directly attached to the Managing Director of the Civilian Operations Headquarters (CivOpsHQ).

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

- Shape EU political objectives, priorities and policies on external-internal security nexus.
- Collaborate with EU (Commission, relevant JHA Agencies etc.) Member States and external stakeholders (United Nations, OSCE, African Union, regional partners, civil society, etc.) for policy coherence.
- Analyse, follow-up and assess security developments in the deployment areas of civilian CSDP missions, identifying implications for EU interests.
- Coordinate with civilian CSDP Missions in the area/s of responsibility.
- Follow up and compile briefing requests and information on security aspects.
- Provide input for EEAS and Commission drafts, directives, communications or other documents.
- Contribute to draft and update policies and operational concepts on Policing, security sector, rule of law, etc. with input from Civilian Missions and relevant EEAS departments.
- Collaborate with relevant EU partners in topics related to policing.
- Participate in police related events.
- Engage with EU institutions and agencies, in particular EUROPOL and FRONTEX, as well as Member States national police bodies, including the European Police Network and the European Gendarmerie Force.
- Coordinate within the EEAS: contribute to drafting briefings, documents and replying to

- parliamentary questions and participating, as appropriate, in meetings.
- Liaise with Council and Member States, preparing and participating in Council Working Groups and other meetings.
- Support EU Civilian CSDP Missions Coordinating with EEAS divisions providing guidance on international civilian policing.
- Engage with international police organisations and forums
- Foster dialogues with all stakeholders including UN, civil society, and regional partners on civil policing.
- Maintain contacts with authorities in regional organisations and partner countries, in particular with the diplomatic missions in Brussels.
- Organise of high-level visits and meetings, liaising with Embassies, regional organisations, civil society, etc.
- Contribute to coherence of EU action by joining inter-service consultations on official EU communications and internal working documents.
- Maintain inter-service network across EU institutions.
- Participate in coordination meetings with other services.
- Align policies with relevant other directorates (CFSP, Human Rights, Information Policy) as well as Civilian CSDP Missions.
- Share information on EU polices.
- Act as focal point for queries on specific thematic issues.
- Engage with civil society to discuss EU policies

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

The European External Action Service (EEAS) 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 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;

<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>

- 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**

- university diploma;
- ten years' relevant professional experience in the area of policing, security sector, rule of law and ideally professional experience in multinational organisations;
- have experience and knowledge of CFSP and CSDP;
- a posting in a CSDP Mission would be an asset.

#### **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**

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](#))<sup>[3]</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) 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: immediately**

**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:** Mr Olivier Baour, CivOpsHQ, +32 2 584 51 49;  
[email](mailto:Olivier.BAOUR@eeas.europa.eu) Olivier.BAOUR@eeas.europa.eu

---

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