

EEAS Vacancy Notice

Seconded National Expert in the Peace, Partnerships and Crisis Management Directorate (EEAS.MD-PSD.PCM)

Policy Officer - Security and Defence Relations with Partners PCM.2/ Partnerships sector

COST-FREE

AD level post

Job No 494439

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 post of **Policy Officer** in the Peace, Security and Defence Partnerships division (PCM.2) in the Managing Directorate Peace, Security and Defence (MD PSD).

Key functions and duties:

- Coordination of security and defence relations with partners, including respective Dialogues, cooperation and Security and Defence Partnerships as appropriate.

We are looking for:

The position of Policy Officer to promote EU's bilateral relations in security and defence with partner countries in the Asia- Pacific region; coordinate the EU programming for the peace, security and defence aspects; as well as to work on horizontal issues pertaining to EU partnerships in peace, security and defence. The Policy Officer will join the **Security and Defence Partnerships Team**, which is a sector in PCM.2.

Under the functional authority of the Head of Division and the supervision of the Head of Sector, the Policy Officer will perform the following main functions and duties:

- Contribute to the development, management, monitoring and implementation of EU's peace, security and defence relations with partners.
- Prepare bilateral dialogues, workshops consultations and negotiations with international and regional organisations and non-EU partner countries, as well as contribution to the preparation of relevant meetings of the Council and its preparatory working parties, as appropriate;
- Provide advice and analysis on political/security/defence developments in partner countries within his/her mandate, and contribute to the definition of strategic objectives.

- Follow up policy proposals through the inter-institutional decision-making process, including adoption by the Commission and High Representative, European Parliament and / or Council of the European Union.
- Assist in the representation of the EU, participate in ministerial and high level and working meetings with partner countries, as well as in other relevant engagements.
- Develop and maintain good relations with representatives of the partner countries.
- Respond to inter-service consultations to secure coherence with the EU's partnership policy on partner countries.
- Draft of briefing and policy documents, strategic analysis, options and Food for thought papers, correspondence with key partners and all similar work related to peace, security and defence, within the area of responsibility; handle and draft replies to oral and / or written questions from Members of the European Parliament, letters and questions from third parties.
- Assist the Head of Sector for Security and Defence Partnerships with regard to horizontal issues pertaining to EU partnerships in peace, security and defence;
- Conduct outreach activities on EU peace, security and defence actions, organise and contribute as speaker in public diplomacy events such as seminars, conferences and training activities;
- Prepare and assist in negotiations of Framework Participation Agreements, Security and Defence Partnerships or other binding/non-binding documents in the geographical area of competence and support the negotiation of Partnership priorities in the field of security and defence;
- Contribute to the planning, organisation and conduct of the Schuman Security and Defence Forum as necessary;
- Contribute to other tasks and follow other areas and regions within the remit of the Division as necessary, in the interest of the service.

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

- university diploma;
- three years' relevant professional experience and ideally professional experience in multinational organisations;
- have knowledge and experience of the EU external policies and instruments, notably in the area of the CFSP and CSDP;
- relevant experience of security and defence cooperation with bilateral and multilateral partners.

B. Skills required

- have the ability to maintain diplomatic relations and to ensure communication in a complex, multicultural environment;
- have the capacity to create constructive working relations in the field of external relations with national authorities, international organisations and EU Member States;
- 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 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: 1 January 2026

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: **Guillem Riutord Sampol**, Head of Division, +32 2 584 11 73
email Guillem.RIUTORD-SAMPOL@eeas.europa.eu

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