

EEAS Vacancy Notice

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

Press and Information Officer - Public Information and Communication Expert CIVOPSHQ.MD.OFFICE

COST-FREE

AD level post

Job No 503473

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 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 and the discharge of the duty of care.

We propose:

The post of a "cost-free" Seconded National Expert (SNE) for the post of **Public Information and Communication Expert** in the CIVOPSHQ.MD.OFFICE.

Functions and Duties:

- Contribute to the overall visibility of civilian CSDP Missions;
- Contribute to the development, design and management of all aspects of communications strategy and communication actions relating to civilian Common Security and Defense Policy (CSDP) Missions and CivOpsHQ;
- Contribute to the coordination of the network of Civilian Mission PPIOs;
- Advise and contribute on all matters relating to CivOpsHQ internal and external communications. Provide the necessary expertise, to develop and standardise POLAD output and reporting streams as well as Mission Analytical Capability reporting in order to deliver consistent reporting added value by the missions to EEAS Headquarters;
- Advise and assist the Managing Director CivOpsHQ / Civilian Operations Commander (CivOpsCdr) and Missions on political handling and messaging, including drafting of key messages, LTTs and speeches as required;

- Contribute to all aspects relating to CivOpsHQ/Civilian CSDP corporate identity, including visual identity;
- Design and contribute to the implementation of the CivOpsHQ strategic and public communications strategy in its transition to fully fledged Headquarters for Civilian Missions;
- Advise on all Mission Communications output, including audiovisual output and use of social media;
- Draft and coordinate input for Mission Communication Strategies for Mission OPLANs;
- Coordinate mission input for the CSDP Annual Report;
- Help prepare and take part in discussions of Council working parties and committees concerned with CSDP-JHA cooperation, especially the Committee for Civilian Aspects of Crisis Management (CIVCOM), the Political and Security Committee (PSC), RELEX Counsellors, COSI, LEWP, COREPER. and Council, including through drafting notes or any other documents relating to the discussions;
- Maintain close contact with relevant services within the EEAS, including the services of the DSG for CSDP, EU Military Staff, IntCen, relevant geographic and thematic MDs and EUSR offices as well as with the Commission, General Secretariat of the Council and Member States services for the purpose of the assigned tasks;
- Contribute to the development and delivery of training in the field of expertise;
- Contribute to the identification and selection of mission personnel
- Manage civilian mission photo archive;
- Contribute on horizontal policy formulation and development in the field of strategic communication, including in the area of disinformation and FIMI;
- Ensure Liaison between the Division and EEAS StratComms, and between the Division and the HR Spokesperson 's Officer;
- Liaise on a regular basis with DG EUMS and MPCC counterparts;
- Contribute to public information activities of the EEAS in the civilian CSDP area;
- Support the CivOpsHQ Head of communications in all of the above tasks and ensure business continuity by deputising when required.

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 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:

A. Qualifications and experience required

Candidates should have:

- university degree or equivalence relevant to the position;
- an excellent ability to maintain diplomatic relations and to ensure representation, communication and management in a complex, multicultural environment;
- an excellent capacity to create constructive working relations with national authorities, international organisations and EU Member States;
- strong drafting, communication and analytical skills combined with sound judgement;
- 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 Common Foreign and Security Policy (CFSP) and of the EU Common Security and Defence Policy (CSDP) decision making processes;
- 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.
- knowledge of the situation in the different crisis management theatres and the EU policies and key priorities;
- general knowledge of internal security and defence concepts and capabilities

Furthermore:

- a past experience within an EU CSDP mission, an EU institution or in the field of internal security and defence;
- 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 under pressure;
- have excellent command in English;
- 3 years of experience in communication and publication

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>

would be considered assets.

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;
- 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). In the interest of the service, the expert must be fully fluent in written and oral English. Good command of French is an advantage.

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.

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:

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

Selection and profile related questions: **Mr Olivier Baour**, CivOpsHQ, +32 2 584 51 49;
email Olivier.BAOUR@eeas.europa.eu

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