

EEAS Vacancy Notice

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

Policy Officer - MENA section desk in the Operations Division CivOpsHQ.2

COST-FREE

AD level post

Job No 432298

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) in the CivOpsHQ.2. The successful candidate will join the MENA Sector of the aforementioned division and be assigned to the MENA section.

Functions and Duties:

Strategic operational analysis and advice:

- Contribute to the strategic and operational planning of newly arising civilian CSDP missions, and in doing so, ensure consistency with relevant agreed CSDP documents and lessons learned from past and ongoing CSDP engagements.
- Contribute to drafting the Budgetary Impact Statement (BIS) with a view to defining the mission's budget.
- Contribute to draft and revise reports (Six Monthly Report, Special Reports and others) in cooperation with the Civilian Mission and other departments of EEAS.
- Contribute to strategic reviews of the allocated civilian CSDP mission(s).
- Provide briefing notes, reports, assessments, and analysis in the area of competence.
- Analyse, follow-up and give regular assessments on relevant political, economic and sectoral developments in the area/s of responsibility, identifying implications for MENA section.
- Watch closely the security situation in the host country and developments in the region, which might spill over to theatre, including participating in EEAS security briefings and analysis of open sources and intelligence information/reports.

- Contribute to the assessment and refocusing of civilian CSDP missions, as required by providing operational expertise inter alia through reports, briefing notes and analytical summaries.
- Help ensure consistency of civilian CSDP missions with regard to all aspects of policing, in particular the fight against serious and organised crime and terrorism.
- Contribute to the assessment and refocusing of civilian CSDP missions, as required by providing operational expertise inter alia through reports, briefing notes and analytical summaries.
- Contribute to the assessment of Police and Rule of Law aspects in the allocated civilian CSDP mission(s) and provide input to the lessons identified and lessons learned process.

Liaison with Member States, EU institutions and other stakeholders:

- Assist in the preparation and participate in meetings and seminars with internal and external stakeholders and provide information on specific civilian CSDP missions or other CSDP related topics.
- Act as focal point for all enquiries regarding MENA section.
- Contribute to public information activities of the EEAS in the civilian CSDP area.
- Act as point of contact within CivOpsHQ, OPS Unit, for assigned cross-functional tasks.
- Act as point of contact within CivOpsHQ, OPS Unit, to external institutions/entities.
- Coordinate the preparation of high-level visits and missions, ad hoc meetings, contacts with the Embassies, etc.
- Maintain close contact with relevant services within the EEAS, including the services of the DSG for CSDP, Peace, Partnerships and Crisis Management Directorate, EU Military Staff, IntCen, OpCen, relevant geographic and thematic MDs and EUSR offices and EU Delegation for the purpose of the assigned tasks.
- Maintain contact with relevant international stakeholders (such as the UN, the OSCE, the Council).
- Facilitate coordination and cooperation of civilian CSDP missions with other international organisations at the strategic level and by participation in liaison functions, as required.

Planning for Civilian CSDP Missions:

- Contribute to drafting the operational planning documents of MENA section such as the Operational Plan (OPLAN), particularly in respect to the operational focus and implementation sections, as well as to Council Decisions.
- Take part in Fact Finding Missions (FFM) and Technical Assessment Missions (TAM) and contribute to reports in this regard.
- Guide Missions, as appropriate, in drafting their Mission Implementation Plan (MIP).
- Follow closely the development of the EU policy concerning the mission area (Iraq) and the MENA region and contribute to the policy making process and decisions as relevant.
- Where applicable, contribute to the preparation, management and realisation of EU negotiations.
- At division level, cooperate closely with other policy officers and team members and ensure effective back-up within the division as required.

Conduct of civilian CSDP missions:

- Watch closely the security situation in the host country and developments in the region, which might spill over to theatre, including participating in EEAS security briefings and analysis of open sources and intelligence information/reports.
- Help to ensure general supervision of, and guidance to the respectively allocated civilian CSDP mission(s), including the respective Head(s) of Mission.
- Conduct regularly field visits to the allocated civilian CSDP mission(s).
- Contribute to the preparation of regularly and extra-ordinary calls for contributions and, if appropriate, participate in exclusive personnel selection procedures.
- Deal with all disciplinary matters arising from the mission area.
- Participate in the dialogues with partners involved in relation to MENA section, including third countries, international organisations and civil society representatives.

Interaction with internal and external stakeholders:

- Assist in the preparation and participate in the discussions of the Council working groups and committees concerned with the above-mentioned areas, especially the Committee for Civilian

Aspects of Crisis Management (CIVCOM), the RELEX, the EUMC, the Political and Security Committee (PSC).

- Co-operate closely with other parts of the European External Action Service (EEAS), including the Integrated Strategic Planning for CSDP and Stabilisation (PCM.3), the EU Military Staff (EUMS), the respective Geographical Directorate(s), and other EU actors.
- Develop and maintain close coordination and relations with the other EU institutions and other services.
- Maintain contacts with authorities in MENA section and with the diplomatic mission in Brussels.

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;

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>

- 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;
- if serving police officer, national rank comparable chief inspector or higher;
- 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;
- previous experience in EU project management (external actions including development);
- previous experience in EU Justice and Home affairs policy and cooperation (including work of relevant agencies – Europol, Frontex, CEPOL and Eurojust);
- previous police experience in coordination/management level;
- experience in the law enforcement and/or criminal justice area, ideally also from international assignments;
- substantive experience in national or international assignments within staff functions, in particular planning and organisation;

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: 01/05/2026

Place of secondment: Brussels, Belgium

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

For further information, please contact:

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

Selection and profile related questions: **Frank Neisse**, Head of Division, +32 2 584 80 86
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