

EEAS Vacancy Notice

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

Policy Officer - Logistics Officer in DSG-DEF.MD-CIVOPSHQ.4.SEC1

COST-FREE

AD level post

Job No 471432

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 (DSG-DEF.MD-CIVOPSHQ) is the permanent structure supporting the Civilian Operations Commander. The Civilian Operations Commander is the overall 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 operations, as well as the proper implementation of all mission-related tasks.

The Support Division (CivOpsHQ.4) is a dynamic Division composed currently of 35 experts in the field of Missions support: Digitalisation, CIS, Cybersecurity, Logistics, Procurement, Contracts and Financial aspects of the civilian CSDP Missions. Our job is to provide operational support for about 2.000 staff working within the 13 CSDP Missions operating in crisis countries.

We propose:

A dynamic, proactive and highly motivated colleague with very good communication and organisational skills and with a developed sense of service. The person to be recruited will work within the MD-CIVOPSHQ.4 Division under the overarching guidance of the Head of Division.

Functions and Duties:

- Provide expertise on fleet management, transport arrangements, and mobility solutions in civilian CSDP missions, including optimisation of vehicle utilization and lifecycle management.
- Contribute to regular coordination meetings with civilian CSDP missions, including by providing technical advice on mission support issues.
- Draft and contribute to the implementation of logistics and mission support policies, guidelines, and other documents for civilian CSDP missions.

- Contribute to the preparation of briefings, background notes on topics related to the portfolio as required.
- Conduct field visits to civilian CSDP missions to assess logistical requirements and propose operational enhancements.
- Assist in preparing and monitoring the Mission Support Platform's budget in coordination with relevant EEAS and FPI services.
- Contribute to the implementation of procurement activities, including providing technical input to tender dossiers and supporting programme managers in monitoring contracts and projects.
- Participate in tender evaluation committees and provide technical expertise as required.
- Participate in recruitment panels for administrative and mission support staff for Civilian CSDP missions as required.

We are looking for:

The European External Action Service (EEAS) is seeking a dynamic, proactive and highly motivated logistics officer with strong analytical, technical and drafting skills to occupy the post of Seconded National Expert (SNE). The candidate will have to work in an international and multicultural environment in close synergy with civilian CSDP Missions, Member States and EU institutions, among other stakeholders.

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;

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>

- 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 successful completion of University studies of at least 3 years attested by a Diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR Bachelor's degree in Business Administration, Logistics, Supply Chain Management or related discipline; OR equivalent and attested police or/and military education or training or an award of an equivalent rank;
- have a minimum of 5 years of proven professional experience logistics, procurement, mission support, or operational support functions within a governmental, international organisation, military, or comparable environment;;
- have relevant professional experience drafting policy documents (guidelines, manuals, standard operating procedures, among others);

Furthermore:

- experience within an EU CSDP mission, an EU institution or in the field of crisis management and/or internal security and defence;
- experience in Enterprise Resource Planning (ERP) systems for logistics, procurement, inventory management and/or financial processes;
- experience in fleet management and supply chain operations in operational or mission environments;
- experience with import/export procedures, customs regulations, and the movement of goods across international borders, including familiarity with relevant documentation, compliance requirements, and coordination with national authorities and logistics providers;
- experience in procurement processes;

would be considered assets.

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 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;
- 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 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

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: 01/09/2026

Place of secondment: Brussels, Belgium

For further information, please contact:

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

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

Selection and profile related questions: Gloria INIESTA ARIAS, Head of Division, +32 2 584 2485
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