

NOTICE OF VACANCIES
for posts of
SECONDED NATIONAL EXPERTS
in EEAS

Central contact point for applications by e-mail :
Division EEAS-MDR-C3 – EEAS-MDR-C3-SNE-HQ-OTHERS@eeas.europa.eu

Vacant post for job profile in Directorate EEAS.G “Chair of the Political and Security Committee”

DIRECTORATE/DIRECTION	N° post SYSPER2	Division	Comments
EEAS.G “Chair of the Political and Security Committee”	173406	G “Chair of the Political and Security Committee”	Libre à partir de/vacant as of 01/12/2012

END/SNE – JOB DESCRIPTION

Job Framework

Job Title: END/SNE

Job Location: EEAS Headquarters, Brussels, Belgium

Job Number: 173406

Area of activity: Directorate G Political Security Committee Chair /CIVCOM and PMG

Category: AD

Duration of secondment: 2 years (with possibility of extension)

Job Content

Overall purpose:

Under the direct supervision of the CIVCOM and PMG Chairs to assist them in the preparation and follow-up of CivCom and PMG meetings as well as supporting the Chairs during the meetings as needed. He/she will also be liaising with other EEAS services, in particular the PSC team.

Functions and Duties:

- Assist the CivCom and PMG Chairs, as appropriate, in preparations, conduct and follow-up of CivCom and PMG meetings as well as during the works of Council bodies (ie. RELEX, PSC, COREPER, Council) relating to CSDP issues.
- Support the chairs in reporting from PMG, CIVCOM, PSC, COREPER and Council as appropriate and when necessary.
- Liaise with CivCom and PMG delegations, respond to queries relating to CivCom and PMG meetings and on-going discussions.
- Liaise with the PSC team and assist, in absence of PMG or CivCom Chair, the PSC Chair in the PSC meeting when CSDP issues are discussed.
- Liaise with EEAS Directorates and Divisions in preparing the CivCom and PMG meetings and, if required, PSC meetings.
- Organise and maintain relations, co-ordination and contacts with the other EU Institutions and Agencies, notably the General Secretariat of the Council, the European Commission and EDA.

Job Requirements

Education and Training: University diploma law, political science, economy, business administration or any other related issue

Knowledge and Experience: Experience of at least 5 years in external relations at institutional level, analysis and reporting; Thorough knowledge and experience of the Union's CFSP and in particular CSDP structures; Knowledge of PMG, CivCom, PSC an asset; Knowledge of EU institutions, related decisional processes; EU external action and related EU external policies;

A valid security clearance is essential as CivCom, PMG and PSC work entails handling of classified documents.

Skills

Linguistic skills: Thorough knowledge (capacity to write and speak) in English and French is required.

Communication skills: Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.

Interpersonal skills:

Excellent diplomatic skills a necessity. Excellent interpersonal and communication skills in order to maintain professional relations with internal and external interlocutors. A good team spirit with a shared sense of commitment and responsibility to the team. Flexibility and ability to work on multiple tasks simultaneously.

Intellectual skills:

Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

Personal Qualities

Dynamic. Motivated and flexible personality. To adapt quickly to new situations and deal with new challenges.