

JOB DESCRIPTION FORM CIVILIAN SNE
CMPD.A.4 (job no. 195942)

I. IDENTIFICATION OF THE JOB

Type of post:	Seconded National Expert (co-financed)
Job title:	Policy Officer - Horizontal (civilian & military) crisis management matters
Entity:	Crisis Management and Planning Directorate CSDP Policy, Partnerships & Agreements
Specialised post:	Yes
Security clearance:	SECRET EU

II. TASKS

Under the authority of the Head of CSDP Policy, Partnerships & Agreements Division, the expert will carry out the tasks outlined below:

- Responsibility for horizontal - civilian as well as military - crisis management matters in CMPD A4; working on partnerships with, ideally, specialist knowledge on Human Rights, Protection of Civilians and Gender/Women, Peace and Security aspects; according to the experience of the individual selected, desirable that the person acts as the CMPD A4 focal point responsible for promoting and mainstreaming relevant horizontal crisis management matters in civilian and military CSDP (including missions and operations) at the strategic level, in close co-operation with other EEAS/EU, international organisation, and civil society stakeholders;
- Take on specific responsibility for partnerships in certain geographical area and contribute to the work on the CSDP cooperation with the United Nations;
- Assist in working on CSDP dialogues with partners; produce contributions on EU/CSDP policy development; work to further develop/make operational EU/CSDP policy on Women, Peace and Security, Guidelines on the Protection of Civilians in the CSDP context, and other conceptual and horizontal policies within/linked to the CSDP;
- Development of EU training elements/modules on CSDP dialogues, Human Rights, Gender and Child Protection in the context of CSDP;
- the organization and chairing of regular CSDP Gender and Human Rights experts meetings;
- be prepared to act as a speaker/resource person at seminars, conferences and training courses, primarily in Brussels and in Member States; etc.

III. QUALIFICATIONS AND EXPERIENCE REQUIRED

- university degree, preferably in international public law, or proven experience/knowledge of human rights and/or gender issues;
- documented experience of working on EU CFSP and CSDP related issues, in an EU institutional or national/MS context;
- sound knowledge of external relations as well as the functioning of the EU, and a good understanding of the activities of the EEAS;
- good knowledge and understanding of the institutional arrangements and practices of CFSP and CSDP structures, and notably the role of the EEAS in this context;
- good knowledge and understanding of relevant horizontal/cross-cutting aspects related to EU/CSDP civilian and military crisis management, notably as regards human rights and gender;
- thorough knowledge of one EU language and satisfactory knowledge of another; in practical terms, in order to perform required duties - excellent command of written and oral English, good knowledge of written and oral French is desirable;
- good computer skills are essential, notably word processing, spreadsheets, presentation software, internet/intranet and email systems. Knowledge of other IT tools would be an asset.

IV. CONDITIONS/ SKILLS REQUIRED

- excellent inter-personal skills and good ability to work in a team within a complex institutional and multi-cultural environment, as well as good ability to work independently;
- high level of flexibility;
- strong communication, analytical, drafting and negotiation skills, combined with sound judgement.
- 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.

V. GENERAL CONDITIONS

National experts must be nationals of one of the Member States of the European Union and enjoy full rights as citizens.

The EEAS applies an equal opportunities policy.