

ANNEX IV

**Seconded National Expert (co-financed)
at the European External Action Service (EEAS)
of the European Union**

Civilian Planning and Conduct Capability (CPCC)

**- Human Resources Expert –
(job no. 155401)**

Job description

A. Tasks

Under the direct supervision of the Head of Mission Support Division in CPCC, the Human Resources Experts are expected *inter alia* to perform the following tasks:

- Support force generation and management of personnel for civilian CSDP Missions, in particular the selection and recruitment process and facilitate deployment with the contributing States;
- Analyse HR reports from CSDP missions and make proposals for further action that would increase effectiveness and better planning and use of resources
- Analyse the use and contribute to the efficient allocation of human resources in missions by areas of activity
- Contribute to the development of Human Resources related Standards;
- Contribute to the development of job descriptions and Calls for Contributions for CSDP missions
- Assist and provide advice to both Civilian CSDP Missions and CPCC on Human Resources related matters;
- Attend internal and external meetings and participate in short-term Missions;
- Participate in the planning and execution of civilian CSDP Missions;
- Develop horizontal Human Resources policies.
- Other tasks as directed by the Head of Division.

B. Qualifications and Experience

- University Degree (minimum 3 years full time study) in Human Resources, Law, Business Administration or in other relevant field;
- Equivalent military/police education in the aforementioned fields can be considered as appropriate;
- To have a minimum of 6 years of broad professional experience in legal, administrative and operational aspects of Human Resources and training;
- Previous experience as Human Resources Officer in a CSDP Mission is highly desirable;
- Thorough knowledge of MS Office Excel, Power Point and Word in particular;

- To have experience in the implementation of EU processes and regulations in Human Resources desirable;
- International experience, particularly in crisis areas with multi-national and international organizations desirable;
- Fully fluent in written and spoken English. Knowledge of French will be an asset;
- Skills in word processing, spreadsheets, presentations software, Internet/Intranet, use of email systems are essential. Knowledge of database software is a must. Knowledge of other IT tools will be an asset.

C. Requirements and Skills

- To maintain the highest standards of personal integrity and impartiality. 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;
- To be able to work professionally as a member of the section and of the Division, in task forces and working groups with mixed composition (other mission-support related tasks as well as with police, judicial, civilian and military staff), in an interesting but challenging environment with unpredictable working hours and a considerable workload. Willingness to travel frequently and on short notice into Mission and conflict is also essential;
- To respect deadlines which are normally posed under high pressure from the Missions and Member States;
- To have or obtain a national security clearance at the level of EU SECRET.

D. General conditions

- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen.
- The European Union institutions apply a policy of equal opportunities and accept applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

**[For more information related to the selection, please contact Mr Stefan Huber,
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