

JOB DESCRIPTION FORM SNE
CMPD.2 (job no. 176191)

I. IDENTIFICATION OF THE JOB

Type of post:	Seconded National Expert (co-financed)
Job title:	Desk Officer – Senior Capability Development Planner
Function group and grade bracket:	
Entity:	Crisis Management and Planning Directorate (CMPD) Capabilities, Concepts, Training & Exercises Division
Specialised post:	Yes
Security clearance:	SECRET EU

II. TASKS

Under the authority of the Head of the Capabilities, Concepts, Training & Exercises Division and in cooperation with other departments concerned within the European External Action Service (EEAS), the expert will carry out policy, conceptual, research and advisory tasks in the domain of the Common Security and Defence Policy (CSDP), with regard to all aspects of civilian and military capability development, as follows:

- Assist in policy development in the area of CSDP civilian and military capability development, also in the context of EUGS implementation;
- Deal with cross sector capacity issues and liaise with and coordinate inputs from EEAS and other relevant bodies;
- Monitor, analyse and assess developments within Member States regarding CSDP civilian and military capability development;
- Contribute to the achievements of EU's capability goals and carry through projects and initiatives, in particular related to EU Rapid Response and EU Battlegroups;
- Coordinate on behalf of CMPD work related to civilian capability development and defence planning and development of concepts and capabilities as directed;
- Assist in work of relevant EEAS bodies in areas of civilian and military capability development and defence planning including also relevant coordination with NATO; ensure links with relevant departments of European Commission, European Defence Agency, relevant CSDP working groups etc.
- Represent, as required, Director or Head of Division at meetings

In the course of his/her assignment, the selected candidate may be charged with other tasks and duties in the interest of service.

III. QUALIFICATIONS AND EXPERIENCE REQUIRED

- university diploma;
- ten years' professional experience, ideally some professional experience in multinational organisations;
- good knowledge of CSDP policy as well as familiarity with NATO procedures and capability development;
- thorough knowledge of one EU 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 oral English, in particular good report-writing

- skills; good knowledge of written and oral French is desirable;
- 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.

IV. CONDITIONS/ SKILLS REQUIRED

- have the ability to provide strategic analysis and formulate coherent policy recommendations and to display political sensitivity and sound judgement;
- have good organisational skills, the ability to work under pressure and 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;
- have the ability to work professionally as a member of the division, in mixed-composition task forces and working groups, in an interesting but challenging environment with unpredictable working hours and a considerable workload. A willingness to travel frequently and at short notice to mission in conflict areas is also essential;
- 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;
- be physically fit and in good health without any physical or mental problems;
- 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.