

JOB DESCRIPTION – co-financed SNE
CMPD – CSDP, Partnerships and Agreements Division
(job no. 201109)

I. IDENTIFICATION OF THE JOB

Type of post:	Seconded National Expert (co-financed)
Job title:	Policy Officer - Relations with Eastern Partnership Countries, Russia and Central Asia
Entity:	Crisis Management and Planning Directorate CSDP, Partnerships & Agreements Division
Sensitive post:	
Specialised post:	Yes
Security clearance:	SECRET EU

II. TASKS

Under the authority of the Head of the Common Security and Defence Policy, Partnerships & Agreements Division, the expert will carry out the tasks outlined below:

- Contribute to the definition and implementation of CSDP policies in relations with Eastern Partnership countries, Russia, Central Asia and organisations within the geographical mandate, and with other countries and organisations as directed by hierarchy.
- Analyse, follow-up and provide updates on the security and defence policies of countries within his/her mandate.
- develop and maintain good relations with representatives of partner countries and organisations within the specific geographical mandate;
- negotiate and manage CSDP Framework Participation agreements;
- contribute to preparation of meetings of Council and working parties;
- Prepare dialogue and briefing notes on CSDP issues under his/her mandate;
- Ensure substantial coordination and involvement of relevant EEAS and other EU services in order to achieve consistency and coherence across the services.

III. QUALIFICATIONS AND EXPERIENCE REQUIRED

- university degree;
- documented experience of working on EU CFSP and CSDP related issues, in an EU institutional or national/MS context;
- good knowledge and understanding of the institutional arrangements and practices of CFSP and CSD structures and notably the role of the EEAS in this context;
- thorough knowledge of one EU language and satisfactory knowledge of another; in practical terms and in order to perform required duties, excellent command of written and oral English, good knowledge of written and oral French is desirable.
- Experience on strategic communications would be an asset.
- 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

- excellent inter-personal skills and good ability to work in a team within a complex institutional and multicultural 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.

**For more information on the selection, please contact:
Mrs Clara GANSLANDT, Head of Division
tel.: +32 2 584 8038, email: clara.ganslandt@eeas.europa.eu**