

ANNEX 1

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

Civilian Planning and Conduct Capability (CPCC)

- Logistics Expert -

Job description

A. Tasks

Under the direct supervision of the Head of the Mission Support Division, the Logistics Expert is expected to perform the following tasks:

- Assist in the planning, analysis, design, programming and implementation of all aspects of logistical needs of Civilian Crisis Management Operations and CSDP Missions, in cooperation and coordination with other members of the Mission Support Division as well as with the other Divisions in CPCC (and, as appropriate, with other relevant actors such as the Security Service).
- Lead team of Logistics Experts of the Mission Support Platform.
- Develop, prepare, co-ordinate and monitor overall logistic plans including logistical forecasting, supply schedules, priorities or requirements, and resolution of urgent operational needs.
- Assist in the development of policy and procedures for field mission support.
- Identify the needs of goods and/or services specifically required for this area of responsibility and technically define the appropriate requirements of the means required to cover these need, in particular in the following fields: all transportation means and services, office equipment, all aspects of life support, security goods and services, medicare/medevac equipment and services.
- Contribute to the relevant work aimed at the definition of standard equipment for Civilian CMOs and CSDP Missions.
- Contribute to the relevant work aimed at the definition of technical specifications and relevant terms of references for the launching of Framework contracts and other contracts.
- Monitor and co-ordinate all multifunctional logistic requirements with field missions.
- Ensure the follow-up of a comprehensive database of expendable and non-expandable items across all Civilian CMOs and CSDP Missions.
- Develop an inventory and rotation of assets policies for the CSDP missions
- Act as the Liaison Officer between the field missions and relevant EEAS services and CPCC for logistical matters.
- Advise the management and mission personnel on logistics management, structures and staffing levels to ensure that they are at all times adequate to meet the requirements of the logistics strategy.
- Participate in Fact Finding Missions, technical survey missions etc.
- Organise and chair logistics planning meetings.
- Assist in preparing inventory reports, as appropriate.

- Be responsible for the production of reports concerning logistical issues, proposing/recommending changes and improvements, ensuring accuracy and comprehensive policies and guidelines to the logistics aspects.
- Manage, as appropriate, rapid deployment stocks/start-up kits.
- Contribute to the preparation of the call for tender and to the management activities related to the CSDP warehouse, as appropriate
- Liaise and coordinate as appropriate with the relevant counterparts within and outside EEAS as well as with other Institutions.

B. Qualifications and Experience

- Have experience with international working environment
 - have a University Degree, in Civil, Military Engineering or Logistics or demonstrable relevant experience.
 - have good awareness of different products and services markets and industrial business networks.
 - have current experience in working at middle/and upper level management in logistics related matters.
 - have minimum of 10 years of overall professional experience in the above-mentioned tasks related to Logistics, be it in large private or in public institutions, international organisations, NGOs or other similar actors.
 - have relevant experience in General Services and Logistics, seen from the field deployment, on crisis management operations, preferable in the context of CSDP.
 - have knowledge of the EU, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).
 - have knowledge of Supply Chain Management
 - have demonstrable good skills in word processing, spreadsheets, presentations and database software, Internet/Intranet, use of email systems are essential.
 - have knowledge of other IT tools will be an asset.
- have a thorough knowledge of English and working knowledge of a European Community second language, preferably French, for the performance of his duties are required. Sound report writing skills are especially needed.

C. Other requirements/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 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 areas is also essential.
- To have national security clearance at SECRET level. Such clearance needs to be obtained from the national competent authority and remain valid for the entire period of secondment.

D. General conditions

- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen.