

Seconded National Expert (co-financed)
at the European External Action Service (EEAS)
of the European Union
Civilian Planning and Conduct Capability (CPCC)
Operational Planner – Coordinator responsiveness capacity

Job description (job no 178345)

A. Tasks

Under the authority of the Head of the Operational Planning Section of CPCC, the Seconded National Expert/Planner is expected to perform the following tasks:

- Contribute to advance planning overall as well as to all steps in strategic and operational planning for possible future civilian CSDP engagement (leading the drafting work for new CONOPS and OPLANs);
- Support to assessments, strategic reviews and revisions of existing CONOPS and OPLANs refocusing of civilian CSDP missions by providing planning methodology advice, in particular but not limited to the Sahel, and contribute to developing and maintaining related methodology and best practice;
- Coordinate the core responsiveness capacity (CRC), in close cooperation with the human resources section and the Mission Support Platform. As part of that:
 - manage the CRC team as directed by hierarchy during field assignments and be able to manage tasks allocated to the CrC as a team in theatre;
 - ensure that the composition of the capacity matches the evolving capability requirements for civilian CSDP;
 - maintain and keep up to date the list of members of the core responsiveness capacity;
 - set up and organize an annual training event for members of the CRC;
 - liaise with EEAS and relevant Commission services; liaise with Member States on national or multinational capacities for responsiveness, keep EU MS informed on the capacity and future development;
 - assist in reporting on and drawing lessons-learned from the use of the CRC;
 - facilitate online fora for the capacity to maintain and enhance competences;
 - ensure the link between the CRC and the operational planning of new and revised missions.
- Help prepare and take part in the discussions of the working parties and committees concerned with the above areas, especially the Committee for Civilian Aspects of Crisis Management, RELEX, the Political and Security Committee, Coreper and Council, including through drafting notes or any other documents relating to the discussions;
- Contribute to deepening the close civ/mil cooperation on strategic and operational planning;
- Contribute to the identification and planning/selection of mission personnel with other CPCC divisions involved;
- Provide police/security expertise as required;
- Work closely with Commission and EU external security assistance programmes, short and long terms. Maintain close contact with JHA agencies.
- Maintain contact with UN, African Union, ECOWAS, Arab League, other international organisations and third countries, for the purpose of the assigned tasks;

- Contribute to lessons learned process, crisis management exercises and other work related to best practice, improved methodology/standardisation as directed by the Head of Section;
- Contribute to lessons learned processes, exercise preparations and other work related to best practice, improved methodology and standardisation as directed by the Head of Section;
- Provide briefing notes, reports, assessments, analysis, draft policy decisions/suggestions in the area of competence especially on planning of civilian CSDP missions, overall planning methodology and process, responsiveness.
- Support CPCC as trainer for pre-deployment and senior level ESDC Courses on Operational Planning for Civilian Missions

B. Qualifications and Experience

- Have a University degree that is relevant for the post, preferably in the fields of security policy, police and criminal justice cooperation, or equivalent professional education;
- Have proven and well recorded experience in law enforcement and/or criminal justice related responsibilities, ideally also from international assignments;
- Have a proven and well-recorded experience of strategic/operational work in the planning field (civilian and/or military); have a solid understanding of operational planning principles, ideally obtained through attendance of planning courses;
- Have proven managerial experience at HQ or field level;
- Past experience within a EU CSDP or UN Mission with complex Police reform/RoL mandates is a strong asset;
- Have a notion of the procedures and workings of the EEAS;
- Have a good knowledge of the European Union's external action mechanisms, in particular CSDP;
- Overall knowledge of EU project management skills (external actions including development) and EU Justice and Home affairs policy and cooperation (including work of relevant agencies – Europol, Frontex, CEPOL and Eurojust) would be a strong asset;
- Fluent English compulsory. Knowledge of French would be an asset.

C. Requirements/skills

- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgement;
- Have demonstrated organisational and managerial skills, sense of initiative and ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Have excellent interpersonal skills;
- Have the ability to work in interdisciplinary and intercultural teams;
- To be prepared to travel on mission to current or potential crisis areas and to do so at short notice;
- To maintain the highest standards of personal integrity, impartiality and self-discipline. 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;
- National security clearance at EU SECRET level. Such clearance needs to be obtained from the competent authorities before secondment to the EEAS. The validity of the clearance should cover the entire period of the secondment. In the absence thereof, the EEAS reserves the right to refuse the candidate's secondment as a national expert.

D. General conditions

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

**[For more information related to the selection, please contact Mr Michael Merker,
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