

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

Civilian Planning and Conduct Capability (CPCC)
Mission Support Platform
- Logistics Civil Engineering Expert -

Job Description

A. Tasks and Responsibilities:

Under the direct supervision of the Head of the Mission Support Division and Logistics Team leader, the Logistics Civil Engineering Expert is expected to perform the following tasks:

- Cooperate and coordinate with other members of the Mission Support Platform, the Mission Support Division as well as with other Divisions in CPCC;
- Assist in the development of guidelines, policies and procedures for Mission Support in the field;
- Assist in the planning, analysis, design, program and implementation of all aspects of Engineering related projects of Civilian CSDP Missions (Missions);
- Develop, prepare, coordinate and monitor overall infrastructure plans including forecasting, supply & service schedules, priorities or requirements, and resolution of urgent operational needs;
- Contribute to Engineering functions;
- Contribute to the relevant work aimed at the definition of standard equipment for the Missions for any building and infrastructure related project and tasking;
- Contribute to the relevant work aimed at the definition of technical specifications and Terms of References for the launching of Framework Contracts and other means of acquisition;
- Monitor and co-ordinate regional building and infrastructure requirements of the Missions;
- Provide technical advice on maintenance contracts and building and infrastructure improvement plans;
- Keep abreast of changes in standards and regulations, including fire, safety and environmental aspects;
- Advise the management and Mission personnel on engineering issues, structures and staffing levels to ensure that they are adequate to meet the requirements of the overall mission support concept at all times;
- Participate in Technical Assessment Missions, Technical Survey Missions and conduct, or support conduct of, technical building and infrastructure assessments;
- Develop monitoring tools for external building contractors including, but not limited to, performance indicators for outsourced works and services;
- Provide standardised building and infrastructure maintenance plans;
- Assist in preparing inventory reports, as appropriate, and be responsible for the production of reports concerning CSDP equipment and supply chain issues, and propose/recommend changes and improvements to ensure accuracy and comprehensive policies and guidelines to the logistics civil engineering aspects;
- Support planning of new compound layouts and refurbishment of existing compounds;

- Liaise and coordinate as appropriate with the relevant counterparts, including other Institutions;
- • To undertake any other related task as requested by the Line Manager(s).

B. Qualifications and Experience:

Required:

- Have a University Degree (at least 3 years attested by a diploma) OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR equivalent and attested police or/and military education or training of an equivalent rank in Civil Engineering, Construction Management or related discipline;
- At least 5 years of proven professional experience in the area of Civil Engineering, Construction Management or related discipline;
- Knowledge of Logistics, Engineering and Supply Chain Management and awareness of products, services, markets and industrial business networks;
- Project management and implementation skills;
- Good operating knowledge of related software like MS Project, AutoCAD, ArchiCAD, Structural Analysis Software or any drafting and design software;

Desirable:

- Experience with CSDP, OSCE or UN Missions in the field of Engineering and Logistics would be an asset;
- Knowledge of the EU, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP) would be an asset.

C. Other Requirements/Skills:

- 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;
- Due to operational needs and possible participation in core responsiveness capacity the frequent travel on short notice into Mission and conflict areas is also essential;
- Demonstrated rigorous approach towards administrative and financial rules;
- Demonstrable good skills in word processing, spreadsheets, presentations software, Internet/Intranet, use of email systems;
- Thorough command of written and spoken English and sound report writing skills; knowledge of French would be an asset.

D. General Conditions:

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