

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

**Civilian Planning and Conduct Capability (CPCC)**

**Mission Support Platform**

**- Logistics Movement 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 Movement 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 in regards to movement and freight;
- 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 movements of goods and passengers of Civilian CSDP Missions (Missions);
- Prepare generic specifications for Mission aviation contracts;
- Develop, prepare, coordinate and monitor overall delivery and movement plans including forecasting, schedules, priorities or requirements, and resolution of urgent operational needs;
- Contribute to the relevant work aimed at the definition of standards for the Missions, in regards to all mode of transports;
- Provide advice on aviation related contracts for airfreight and passenger transport;
- 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 all multimodal movement requirements of the Missions;
- Develop performance criteria for movement contracts;
- Analyse transport modes, regional transportation, host country agreements, custom clearances and third-party suppliers;
- Act as the interface between the Missions, relevant EEAS Services, the Central Warehouse Operator and CPCC, mainly in logistical movement matters;
- Support the management and Mission personnel on overall movement issues to ensure efficient and timely movements;
- Participate in Technical Assessment Missions, Technical Survey Missions, etc.;
- Support in the rapid deployment of stocks/start-up kits and personnel;
- 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:

- Successful completion of University studies of 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 Bachelor's degree in Transport, Logistics, Supply Chain Management or related discipline; OR equivalent and attested police or/and military education or training or an award of an equivalent rank;
- A minimum of 5 years of proven professional experience in the area of multimodal Transportation, Logistics and Supply Chain Management including experience in Civil Aviation;
- Extensive knowledge of Movement and Transportation Management, and awareness of products, services, markets and industrial business networks;
- Project management and implementation skills;

Desirable:

- A certification in freight forwarding and or aviation related to airfreight and passenger transport would be desirable;
- Knowledge of Enterprise Resource Planning (ERP) would be a plus;
- Experience with CSDP, OSCE or UN Missions in the field of movement control 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.