

**Vacancy notice 2018-116 HQ (AD) Head of Division CMPD.2**  
**Capabilities concepts – training and exercises**

**EU Staff Members – AD 9-14 level post – Candidates from the Member States – AD 12 level post**

**We are:**

The European External Action Service (EEAS), which supports the work of the High Representative in defining and implementing an effective and coherent European Union foreign policy. The EEAS supports her tasks of conducting the EU's Common Foreign and Security Policy and chairing the Foreign Affairs Council. It also supports the High Representative in her capacity as Vice President of the Commission with responsibility for the co-ordination of other aspects of the EU's external action. The EEAS works in close cooperation with Member States, the Council and relevant services of the European Commission.

The Capabilities, Concepts, Training and Exercises Division in the Crisis Management and Planning Directorate is responsible for supporting the Council and Member States in their efforts to implement the EU Global Strategy in the area of security and defence, in particular as regards the development of the right policies and tools to fulfil the EU level of ambition. This includes enhancing operational readiness and responsiveness, ensuring the development of the right civilian and military capacities, deepening defence cooperation, and supporting the development of an adequate European industrial base. It focuses on the further development of CSDP and EU's role in security and defence more broadly, able to meet long-standing and new security threats, to support complex stabilisation and peace building efforts, and to achieve rapid response to crises; developing new policies that support and facilitate the planning and conduct of CSDP missions and operations at the political and strategic level; developing and co-coordinating the implementation of an EU Training Policy and an EU Exercise Policy, which serve to raise the effectiveness of crisis management action and ensuring identification and strategic analysis of lessons, and their effective implementation with a view to establishing best practice.

**We propose:**

the position of Head of Division CMPD.2

Under the authority of the Director of CMPD, the Head of Division holds the overall management responsibility for the activities of CMPD.2

Within the CMPD and in accordance with the direction of the Director of CMPD, the Head of Division's main responsibilities are to:

- Design concepts on the different areas of both civilian and civilian/military (CivMil) capabilities
- Design Concepts on whichever other areas of Civilian CSDP the Council or the HR-VP may provide guidance, following a mandate or on her/his initiative
- Assist the European Security and Defence College (ESDC) and the Member States in the definition of training policies for CSDP, including its relations with external training providers such as ENTRi, the Folke Bernadotte Academy, etc.
- Design, conduct and cooperate with whichever exercises are decided, either autonomously, with the UN or NATO or other international organisations, such as the African Union (AU), as appropriate
- Act as Tasking Authority for the EU Satellite Centre (i.e. approving or rejecting requests from internal or approved external actors, based on sensitivity and budgetary considerations) and liaise with the Space Task Force AND THE Satellite Centre's office in Brussels
- Manage the EEAS's financial contribution to the Satellite Centre's overall budget
- Make presentations and represent the EEAS in different fora such as the Centres of Excellence for Stability Police (CoESPU), the European Gendarmerie Force (EGF), the Institut de Hautes Etudes de

Defence (IEHDN), etc. in order to garner support for CSDP policies throughout the national institutions that support the EU external action

- Personnel management
- Provide advice and deputise for the Director upon request

## We look for:

### Eligibility Criteria<sup>1</sup>

In accordance with Article 98 of the Staff Regulations (SR)<sup>2</sup> and in order to meet the needs of the service candidates **must**:

1. be officials of the institutions of the European Union, temporary staff to whom Article 2 (e) of the Conditions of the Employment of Other Servants of the European Union (CEOS)<sup>2</sup> applies or staff from national administrations of the Member States;
2. have management experience, commensurate with the responsibilities of the post<sup>3</sup>;
3. have the capacity to work in languages of CFSP and external relations necessary for the performance of their duties. Knowledge of other EU languages would be an asset;
4. have at least three years' proven, pertinent external relations experience - for staff from national administrations this experience must have been gained from working in a national administration of one of the Member States.

Also, in order to satisfy the requirements set out in Article 12 of the CEOS, **Member State applicants must**:

1. be nationals of one of the EU Member States;
2. possess a level of education
  - a. which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, OR
  - b. which corresponds to completed university studies attested by a diploma and relevant professional experience of at least one year when the normal period of university education is at least three years.<sup>4</sup>
3. have gained at least 12 years' full time professional experience. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one year relevant professional experience;
4. provide a statement issued by their Member State Administration (e.g. Ministry of Foreign Affairs) confirming their employment by membership of a diplomatic service as well as mentioning the guarantee of reinstatement of applicants after a possible contract with the EEAS. If candidates are unable to provide this document from their Ministry, their application will be deemed ineligible.
5. Temporary Agents 2(e) must be able to finish the full duration of the posting (4 years) within the maximum duration of engagement in the EEAS of 8 years.
6. Member States candidates/Temporary Agents 2(e) must be able to return to active service in their Member State/home ministry when finishing the contract.

Furthermore, **EU staff members** (i.e. EU officials, and temporary staff to whom Article 2(e) of the CEOS applies) applying for this post **must** be AD9–AD14.

EEAS staff members at AD 8 are eligible to apply if they have at least 2 years seniority at that grade<sup>5</sup>.

### Selection Criteria

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<sup>1</sup> All the eligibility criteria must be met on the closing date for applications to this post.

<sup>2</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

<sup>3</sup> In their CVs applicants should indicate management experience in terms of: (1) title and role of management positions held, (2) numbers of staff overseen in these positions, (3) the size of budgets managed, and (4) numbers of hierarchical layers above and below and number of peers.

<sup>4</sup> The minimum of one year of professional experience required under (b) counts as an integral part of the above qualification and cannot be included in the professional experience required under point 3.

<sup>5</sup> This possibility is included in light of the up-coming changes to the Middle Management rules.

The ideal candidate should have:

- In-depth knowledge of civilian crisis management procedures
- In-depth knowledge of the internal/external security nexus implications, including the interaction between the EEAS and FSJ actors
- Very good knowledge of civilian capabilities, including the different police, justice and civil administration resources available both in Member States and in institutions
- Very good knowledge of the different civilian training requirements and available training providers at European level
- Thorough understanding of exercises development, management and execution as well as the lessons (identified and learnt) processes
- In-depth knowledge of the advantages and limitations of Geospatial (IMINT) intelligence, the functioning of the European Satellite Centre, its links with the Commission programmes (such as Copernicus) and interaction with international Space organisations
- In-depth knowledge of tasking procedures for the Satellite Centre
- Adequate knowledge of budgetary procedures in order to manage the EEAS contribution to the EU Satellite Centre's budget
- Good knowledge of Council working groups' working procedures and processes
- Excellent editing qualities in both English and French

Specific requirements:

- The heavy workload resulting from the diversity of the files handled in this division calls for real availability in terms of working hours;

**TYPE AND DURATION OF CONTRACT**

If the successful candidate is an **EU staff member** at AD9-AD14 s/he will be appointed according to Articles 29.1.(a)(i) and 98.1 of the SR at their existing grade. If the successful candidate is an EEAS staff member at AD8 s/he will be promoted to AD9 in accordance with Article 29.1.(a)(iii) of the SR.

If the successful candidate is from a national administration and subject to successfully undergoing a medical examination to ensure that s/he is physically fit to perform her/his duties, s/he will be offered a temporary contract under Article 2(e) of the CEOS. Such contracts may not exceed 4 years in duration; their expiry will as far as possible be aligned to the usual date of mobility at Headquarters (currently 31 August each year). The salary and conditions of appointment will be those laid down in the CEOS for temporary agents of AD12<sup>6</sup>.

In accordance with Article 6(11) of Council Decision 427/2010, each Member State shall provide its officials who have become temporary agents in the EEAS under Article 2(e) of the CEOS with a guarantee of immediate re-instatement at the end of the period of service to the EEAS.

The "Type of Post of the Person" will be "Head of Unit or equivalent".

All newly engaged temporary staff are required to complete successfully a probationary period of 9 months. A management probationary period of the same duration is also required.

**PLACE OF EMPLOYMENT**

Brussels, Belgium

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<sup>6</sup> The basic salaries offered by the EU institutions are set out in Article 66 of the Staff Regulations. The current level, set out in Regulation n° 423/2014 of the European Parliament and of the Council, can be accessed via the link <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014R0423&from=EN>

## JOB AVAILABLE FROM

as soon as possible

## SPECIFIC CONDITIONS OF EMPLOYMENT

The successful candidate will be required to undergo security vetting if (s)he does not already hold security clearance to an appropriate level, in accordance with the relevant security provisions.

The successful candidate will be required to act independently in the public interest and to make a declaration of any interests which might be considered prejudicial to his/her independence, as set out in the Staff Regulations and the CEOS.

## EQUAL OPPORTUNITIES

The European External Action Service applies an equal opportunities policy.

## APPLICATION AND SELECTION PROCEDURE<sup>7</sup>

The procedure will take place in three different and successive steps:

1. Application

Candidates may apply for this post published under the label "2018-116 HQ (AD) Head of Division CMPD.2".

**Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria in order to avoid automatic exclusion from the selection procedure.**

Candidates must apply through the on-line system

<https://webgate.ec.europa.eu/eapplication/index.cfm>.

To log on to the system, an ECAS (European Commission Authentication Service) password is required; candidates without a password can register to get one through the afore-mentioned link. EU staff members with a professional ECAS account should use that account for their application. Temporary Agents in the EEAS should apply as EU Staff Members. A helpdesk facility is available via the "Contact Support" function within the on-line system.

During the on-line application procedure candidates will have to upload their **CV** and **motivation letter** (in English or French). Candidates from the Member States and Temporary Agents will, in addition, have to upload a copy of their **passport/ID** and a **statement issued by their Ministry for Foreign Affairs** confirming their membership of a national administration.

All candidates will have the opportunity to follow the progress of their application through the on-line system.

Applications may be made at any point during the period **from 26 July 2018 until 14 September 2018 at 12.00 midday (Brussels time)**. Please note that the only way to submit an application is using the on-line system.

As the system may experience peak activity around the deadline, candidates are strongly advised to submit their application as early as possible. **Late applications will not be accepted.**

For correspondence concerning the selection procedures, please use the following email address:

[CCA-SECRETARIAT@eeas.europa.eu](mailto:CCA-SECRETARIAT@eeas.europa.eu)

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<sup>7</sup> Your personal data will be processed in accordance with Regulation (EC) 45/2001, as implemented by decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The privacy statement is available on EEASzone (<http://webgate.eeas.testa.eu/eeas/eeaszone/?q=node/26243>) and on the EEAS website ([http://eeas.europa.eu/data\\_protection/index\\_en.htm](http://eeas.europa.eu/data_protection/index_en.htm)).

## 2. Pre-selection

The selection panel will make a pre-selection on the basis of the qualifications and the professional experience described in the CV and motivation letter, and will produce a shortlist of a limited number of eligible candidates who best meet the selection criteria for the post.

## 3. Selection

The candidates who have been shortlisted will be invited for an interview so that the selection panel can evaluate them objectively and impartially on the basis of their qualifications, professional experience and linguistic skills, as listed in the present vacancy notice. The selection panel will recommend a shortlist of candidates for a final decision by the Appointing Authority. He may decide to interview the candidates on the final shortlist before taking this decision.

It is recalled, that if the interest of the service so requires, the selection procedures can be terminated at any stage and the post be filled by a transfer in accordance with Article 7 of the SR.

The shortlisted candidates might be invited to the Assessment Centre.

## **CONTACT**

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