

ANNEX

**Seconded National Expert**  
**at the European External Action Service (EEAS)**  
**of the European Union**  
**Civilian Planning and Conduct Capability (CPCC)**  
**- Internal Security Expert -**  
(Job no 273331)

Job description

**A. Tasks**

Under the direct supervision of the Head of Division "Conduct of Operations" through a geographical Head of Sector in the CPCC, the Internal Security Expert is expected to perform the following tasks:

❖ Strategic operational analysis and advice

- Prepare and participate in the discussions of the working groups and committees concerned with the above mentioned areas, especially the Committee for Civilian Aspects of Crisis Management (CIVCOM), the RELEX, the EUMC, the Political and Security Committee (PSC).
- Represent CPCC in working group meetings.
- Draft notes, advices or any other documents relating to the discussions taking place in those areas.
- Follow closely the development of the EU policy concerning the mission area and the region and contribute to the policy making process and decisions as relevant.
- Help ensure consistency of civilian CSDP missions with regard to all aspects of internal security.

❖ Liaison with Member States, EU institutions and other stakeholders

- Act as focal point regarding the allocated civilian CSDP mission(s).
- Co-operate closely with other parts of the European External Action Service (EEAS), including the Crisis Management Planning Directorate (CMPD), the EU Military Staff (EUMS), the respective Geographical Directorate(s), and other EU actors.
- Liaise with and brief representatives of Member States and contributing third States as appropriate.
- Maintain contact with relevant international stakeholders (such as the UN, the OSCE, the Council).
- Facilitate coordination and cooperation of internal security aspects of civilian CSDP missions with other international organisations, in particular the UN, the OSCE, FRONTEX and the African Union at strategic level and by participation in liaison functions, as required.

#### ❖ Planning for Civilian CSDP Missions

- Contribute to the strategic and operational planning of newly arising civilian CSDP missions, and in doing so, ensure consistency with relevant agreed CSDP documents and lessons learned from past and ongoing CSDP engagements.
- Take part in Fact Finding Missions (FFM) and Technical Assessment Missions (TAM) and contribute to reports in this regard.
- Contribute to drafting the operational planning documents such as the Concept of Operations (CONOPS) and Operational Plan (OPLAN), particularly in respect to the operational focus and implementation sections, as well as to Council Decisions (legal decision of the Council of the EU).
- Contribute to drafting the Budgetary Impact Statement (BIS) with a view to defining the mission's budget.

#### ❖ Conduct of civilian CSDP missions

- Watch closely the security situation in the host country and developments in the region, which might spill over to theatre, including participating in EEAS security briefings and analysis of open sources and intelligence information/reports.
- Ensure general supervision of, and guidance to the respectively allocated civilian CSDP mission(s), including the respective Head(s) of Mission.
- Conduct regularly field visits to the allocated civilian CSDP mission(s).
- Contribute to the preparation of regularly and extra-ordinary calls for contributions and, if appropriate, participate in exclusive personnel selection procedures.
- Deal with all disciplinary matters arising from the mission area.
- Contribute to the assessment and refocusing of civilian CSDP missions, as required by providing operational expertise inter alia through reports, briefing notes and analytical summaries.
- Contribute to strategic reviews of the allocated civilian CSDP mission(s).
- Act as CPCC point of contact in relation to Civ-/Mil issues both in Headquarters and in relation to Mission-specific coordination for theatres with Civ-/Mil Missions/Operations.
- Contribute to the assessment of Internal Security aspects in the allocated civilian CSDP mission(s) and provide input to the lessons identified and lessons learned process.

#### ❖ Representation

- Represent CPCC Operations in meetings and seminars with internal and external stakeholders and provide information on specific civilian CSDP missions or other CSDP related topics.
- Contribute to public information activities of the EEAS in the civilian CSDP area.
- Acting as point of contact within CPCC, OPS Unit for assigned cross functional tasks.  
Acting as point of contact within CPCC, OPS Unit , to external institutions/entities.

## **B. Qualifications and Experience**

- High police education or equivalent University Degree;
- Having attended a European Police College Commanders Course (CEPOL) or equivalent military commander training would be desirable;
- Serving police, gendarmerie or military officer, national rank comparable Superintendent, 07-3 (Major) or higher;
- Current experience in working at senior management level in police, military or internal security related matters, and a minimum of ten years of such management experience, with broad professional experience, in operational, organisational, managerial and training aspects of internal security;
- Good knowledge of various types of European police, military or internal security services and their organisation and competences;
- Substantive practical field experience from international work on internal security matters (e.g. EU, UN, OSCE) and crisis management/peacekeeping operations; previous participation in a CSDP mission would be desirable;
- General knowledge of military concepts and capabilities;
- Knowledge of the EU, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP);
- Experience in counter-terrorism activities, combatting organised crime, and integrated border management would be an asset;
- Substantive experience in national or international assignments within staff functions, in particular planning and organisation of internal security matters, at the strategic, tactical and operational levels on crisis management would be desirable;
- A thorough knowledge of one Community language and a satisfactory knowledge of a second language for the performance of his duties are required. In practice, in the interest of the service, the expert must be fully fluent in written and oral English. Good understanding of French is an advantage. Sound report writing skills are especially needed.
- Good computer knowledge, notably in word processing, spreadsheets, presentations software, Internet/Intranet, use of email systems are essential. Knowledge of other IT tools is an asset.

## **C. Requirements/Skills**

- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgement;
- Have strong organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Excellent negotiating skills in a multinational environment;
- Ability to work professionally as a member of the unit, in task forces and working groups with mixed composition (other police related tasks as well as with 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 also essential;

- 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;
- Physically fit and in good health without any physical or mental problems.
- 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 Jean-Marc Pisani,  
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