

JOB DESCRIPTION FORM cost-free SNE
ISP.3 Division – job no. 343521

I. IDENTIFICATION OF THE JOB

Type of post:	Seconded National Expert
Job title:	Policy officer – Justice
Function group and grade bracket:	
Entity:	Integrated Approach for Security and Peace Directorate Integrated Strategic Planning for CSDP and Stabilisation Division (ISP.3)
Specialised post:	Yes
Security clearance:	EU SECRET

II. TASKS

Within the Integrated Strategic Planning for CSDP and Stabilisation Division (ISP.3), and in cooperation with other Departments concerned within the European External Action Service (EEAS) and relevant DGs from the Commission, the Policy Officer will plan, monitor and coordinate EU, EU Members State and third States support on justice related issues to G5 countries in with the framework of the "Partenariat pour la sécurité et la Stabilité pour le Sahel" (P3S) initiative and of the Sahel coalition. The Policy Officer will notably carry out the tasks outlined below:

- Under the coordination of the Head of secretariat of the P3S, leading planning at politico-strategic level, develop planning (option papers, political and strategic analysis papers) and to that end, coordinate inputs from all relevant EU and international partners involved in the Sahel region on P3S related issues.
- Drafting notes and all other documents relating to activities for which the secretariat of the P3S is responsible.
- Contributing to the development of horizontal concepts and policy initiatives pertaining to the overall coordination of international support to the justice domain of the Sahel G5 within the P3S, ensuring an integrated approach, comprising the strengthening of the police - justice continuity, the link between population and justice, and justice related stabilisation actions (return of State services to the most fragile areas).
- On justice and rule of law related issues, supporting coordination and preparation of P3S related meetings at political, politico-strategic and operative level with international organisations such as the UN, the AU, the G5S or ECOWAS, third states, and host nations.
- Assisting with the preparation of meetings of the Council and of its preparatory working parties on justice related issues within the P3S framework.
- Supporting external and internal coordination in the framework of the EU Integrated Approach.
- Other tasks and duties in the interest of service.

III. QUALIFICATIONS AND EXPERIENCE REQUIRED

- University diploma;
- At least ten years professional experience in the field of justice and rule of law;
- Have a good experience of the Sahel region;
- Have a good experience and knowledge of the Sahel and P3S related domains;
- Have a sound experience in working methods at strategic, national or international level,
- Knowledge and experience about the implementation of the Security Sector Reform concept would be an asset;
- Have experience at headquarters level;
- Have excellent knowledge of external relations, internal policies and functioning of the Union;
- Have experience and knowledge of CFSP and CSDP-related issues;
- Thorough knowledge of one EU language and satisfactory knowledge of another one are required; in practical terms, in order to perform required duties, that means an excellent command of written and oral English, in particular good report-writing skills; and above all good knowledge of written and oral French is essential to ease exchanges about the Sahel's stakes;
- Good computer skills are essential, notably in word processing, spreadsheets, presentations software and email systems. Knowledge of other IT tools would be an asset.

IV. CONDITIONS/ SKILLS REQUIRED

- Have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement;
- Have an excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- Have an excellent capacity to create constructive working relations with national authorities, international organisations and EU Member States;
- Have strong drafting, communication and analytical skills combined with sound judgement;
- Have good organisational skills, the ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- Have excellent negotiating skills in a multinational environment;
- Have the ability to work professionally as a member of the division, in mixed-composition task forces and working groups, in an interesting but challenging environment with sometime unpredictable working hours.
- Having willingness to travel frequently to mission areas is also essential;
- Maintain the highest standards of personal integrity, impartiality and self-discipline. The expert must exercise the greatest discretion with regard to all facts and information coming to his/her knowledge in 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. It must be valid for the entire period of secondment. In its absence, the EEAS reserves the right to refuse the secondment as a national expert.

V. GENERAL CONDITIONS

National experts must be nationals of one of the Member States of the European Union and enjoy full rights as citizens.

The EEAS applies an equal opportunities policy.