

ANNEX

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

**Civilian Planning and Conduct Capability (CPCC)
- Human Resources Policy Officer – Missions Personnel Division
*Job no. 155403***

Job description

A. Tasks

Under the direct supervision of the Head of Missions Personnel Division in CPCC, the Human Resources Policy Officer is expected *inter alia* to perform the following tasks:

Human Resources Policy Development:

- Provide strategic and operational advice to the Head of Division and to the hierarchy on personnel related matters, in order to support planning, launching and operation of the civilian CSDP Missions and Operations
- Facilitate cooperation and coordination between human resources aspects of civilian crisis management between the EU and other international organizations, in particular but not exclusively the UN, the OSCE and the African Union
- Produce horizontal policy documents in the field of human resources management
- Contribute to CPCC planning documents, briefings, etc

Human Resources Policy Implementation:

- Contribute to relevant Council Working Groups in the discussions concerning EU civilian CSDP Missions' administrative organization and representing the Mission there, when required
- Develop and contribute to manuals etc for civilian CSDP Missions and operations; prepare proposals and decisions in this regard and in particular elaborate future methods, procedures and structures for managing human resources of the Missions
- Participate in inter-institutional thematic working groups, and contribute to briefings on Missions' human resources issues
- Participate in Technical Assessment Missions and other kind of in-theatre missions where relevant and required
- Act as a point of contact of CSDP Missions on human resources issues

Force Generation:

- Deal with the force generation and management of personnel for the civilian CSDP Missions and Operations, by supporting the selection and recruitment and participating in staff selection procedures

- Contribute to the planning and preparation of Missions' budgets and operations by providing input related to human resources
- Develop specific requirements, job descriptions and vacancy announcements, as well as standard contracts of employment, terms of reference and conditions of employment for international civilian staff
- On behalf of the Missions Personnel Division and for the purpose of the smooth conduction of the Missions, liaise with the European Commission on human resources issues
- Support the Missions in the field of human resources
- Provide advice on human resources management and training

Personnel Statistics:

- Draft and edit statistical texts (annual reports, bi-monthly reports, manuals, etc.) on Missions' personnel figures for dissemination
- Handle requests for information on statistical issues
- Give presentations in meetings and conferences and provide training

Business Manager for the Goalkeeper-Registrar:

- Coordinate the development of the Goalkeeper-Registrar (standardised management of civilian personnel for deployment to CSDP Missions)
- Liaise with the project leader and support teams in the IT unit regarding the Goalkeeper-Registrar
- Support the introduction of the updates of the Goalkeeper-Registrar into the business environment
- Prepare and deliver business oriented user training, instruction and/or counselling related to the use of the Goalkeeper-Registrar
- Liaise with the users of the Goalkeeper-Registrar, notably the applicants/potential applicants and the Member States authorities

B. Qualifications and Experience

- University Degree in Human Resources, Social Sciences or equivalent professional training. A relevant combination of academic qualifications and extensive experience in the area of Human Resources may be considered in lieu of an academic degree.
- Minimum of 10 years of overall professional experience, of which 5 years in international administrative and operational aspects of human resources.
- Human resources management experience from national administration or international organisations (e.g. EU, UN, OSCE, NATO) in the field of crisis management /peacekeeping operations will 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).
- Experience from an EU CSDP Mission will be an asset.

- Fluency in written and oral English language. Good knowledge of written and oral French language is desirable. Sound report writing and drafting skills are especially needed.
- Skills in word processing, spreadsheets, presentations software, Internet/Intranet, use of email systems. Some knowledge of database software is required. Knowledge of other IT tools will be an asset.

C. Other requirements

- To maintain the highest standards of personal integrity and impartiality. 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.
- To be able to work as a member of the Division, as well as in task forces and working groups with mixed composition (including with police, judicial, civilian and military staff), in an interesting and challenging environment. Availability to travel to high-risk countries is required.
- To respect deadlines and have a strong eye for detail.
- Essential: To have or obtain a national security clearance at "EU SECRET" level.

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 Stefan Huber, tel.: +32 2 584 4066; e-mail: Stefan-Alois.Huber@eeas.europa.eu]
