

EEAS Vacancy Notice

Seconded National Expert in the Security and Defence Policy Directorate (SECDEFPOL)

Policy Officer / Defence Sector, in SECDEFPOL.1

COST-FREE

AD level post

Job No 384602

We are:

The European External Action Service (EEAS) supports the High Representative in the exercise of his mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), of representing the EU and of chairing the Foreign Affairs Council. It also supports the High Representative in his capacity as Vice-President of the Commission with regard to his responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

We propose:

The post of a Policy officer whose main tasks and responsibilities will be:

- To contribute to the preparation of Permanent Structured Cooperation related documents like the High Representative annual report, project progress report, Council decisions and recommendations; contribute to the implementation of the military mobility initiative in coordination with the EU Member States and in cooperation with the EU institutions and bodies (Commission, European Defence Agency) and with NATO; contribute to the EU Battlegroups coordination conferences, EU Military Committee report to the Political and Security Committee on the EU Battle Groups roster and on the Military Rapid Response databases.

Functions and Duties:

Under the supervision of the Head of Division and the Director for Security and Defence Policy:

- To assist in all activities related to Common Security and Defence Policy and Crisis Response, the enhancement of the defence cooperation among the EU Member States and the planning and development of military capabilities.
- To assist in the coordination at the European level among the EEAS, EU Military Staff, Commission services and European Defence Agency the implementation of the different defence initiatives, in particular Permanent Structured Cooperation area and military mobility.
- To coordinate, when required, the work related to Common Security and Defence Policy, defence cooperation, Permanent Structured Cooperation implementation and military mobility.
- To draft main policy documents in the area of Common Security and Defence Policy.
- To assist in the work of the relevant EEAS bodies, notably the EU Military Staff, in the respective areas of responsibility, ensure appropriate links with relevant directorates of the Commission, European Defence Agency, relevant Council preparatory bodies as well as other stakeholders and external actors.
- To liaise with partner countries and organizations, in particular with NATO, on these issues.

- To represent, as tasked, the Division at meetings of preparatory bodies/working parties and other meetings.
- Seek to ensure coordination, complementarity and synergies with measures under other thematic and geographic instruments as well as with CFSP actions.
- Establish and maintain regular contacts and exchanges with other EU institutions, Member States, third countries, public and/or private international organisations and/or with research institutions and the academic community at large in the area of responsibility.
- Participate and/or represent the Division in meetings with stakeholders, including European Union institutions, Member States, third countries, international organisations and civil society at large.

We are looking for:

We are looking for a dynamic, proactive and motivated candidate with strong analytical and networking skills who has a good understanding of the EU policy making processes and decision-making procedures, as well as understanding of inter-institutional relations in addition to relevant policy experience related to EU defence initiatives, particularly in their capability dimension.

Legal basis:

- This vacancy is to be filled in accordance with the EEAS Decision of the High Representative of the Union for Foreign Affairs and Security Policy HR DEC(2014) 01 of 04/02/2014 establishing the rules applicable to National Experts seconded to the European External Action Service.

Eligibility criteria:

Candidates must:

- a) Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;
- b) Have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function groups AD or AST as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the Union¹ or, where justified in the interests of the service, professional training of an equivalent level.²;
- c) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties;
- d) Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that he/she will carry out;
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;
- f) Remain subject to the social security legislation applicable to the public administration, international administration or entity which employs the SNE and which will assume responsibility for expenses incurred abroad. In case of posting to an EU Delegation, the employer certifies that

¹ Regulation (EEC, Euratom, ECSC) No 259/68 of the Council of 29 February 1968 (OJ L 56, 4.3.1968, p.1) and successive amendments.

² Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference, see: <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

the SNE is covered for medical expenses incurred at the place of secondment, as well as costs of repatriation on health grounds throughout the full period of secondment;

- g) Ensure that there is no conflict of interest and that he/she will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

Selection criteria:

A. Qualifications and experience required

- university diploma;
- have experience and knowledge of CFSP and CSDP;
- relevant experience in areas of Defence policy;
- At least 6 years of experience in foreign affairs or security policy;
- knowledge of the EU institutions and their decision making procedures;
- have knowledge and/or experience of the EU policy making in particular with regards to ongoing security and defence processes, such as the Strategic Compass, Permanent Structured Cooperation, Military Mobility and EU battle Groups;
- have proven experience in drafting policy papers related to EU defence cooperation;

B. Skills required

- have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement;
- Have strong organizational skills, ability to work under pressure within short deadlines and heavy workload and to manage multiple tasks and unexpected demands;
- solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions;
- have excellent drafting and communication skills, capacity to work and communicate under time constraints in an international diplomatic and multilingual environment;
- 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;
- good computer skills are essential, notably in word processing, spreadsheets, presentations software, Internet / Intranet and email systems. Knowledge of other IT tools would be an asset;
- national security clearance at SECRET UE level. Such clearance needs to be obtained from the competent authorities before secondment to the European External Action Service. 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;
- Ability to translate scientific or/and expert level information into policy papers and draft/make oral presentations in a synthetic manner;
- Ability to work on many different tasks at the same time and to coordinate complex issues across many different stakeholders;

C. Languages

- Have the capacity to work in the languages of CFSP (EN and FR) and external relations necessary for the performance of the duties. Knowledge of other EU languages would be an asset.

D. Personal Qualities

- 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;
- possess dynamic motivated and flexible personality. Be able to adapt quickly to new situations and deal with new challenges, including missions in conflict area;
- dynamic, proactive and motivated candidate with strong analytical and networking skills;

Equal opportunities

- The EEAS is committed to an equal opportunities policy for all its staff and applicants. The EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential;
- Candidates with disabilities are invited to contact SNE-CSDP@eeas.europa.eu in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure in equality of opportunities with other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1d.4 of the Staff Regulations.

Conditions of secondment

Cost-free SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer.

Duration of the secondment: Initial period up to two years, renewable up to four years.

The EEAS will cover:

- costs of professional travels (missions) incurred by the SNE posted in the EEAS HQ;
- accident insurance 24/7 for SNE (not family members).

Other costs such as removal costs, allowances, salary, insurance, schooling (other than the European School fee), etc. shall not be covered by the EEAS.

Vacancy available from: vacant, available immediately

Place of secondment: Brussels, Belgium

For further information, please contact:

Administrative questions: SNE-CSDP@eeas.europa.eu

Selection and profile related questions: Mr Stijn MOLLS, Head of Division, +32 2 584 2070;
stijn.molls@eeas.europa.eu
