

## **EEAS Vacancy Notice**

### **Seconded National Expert in the Integrated Approach for Security and Peace Directorate (ISP)**

#### **Policy and coordination officer / ISP Directorate**

**COST-FREE**

**AD level post**

**Job No 321212**

#### **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.

The Integrated approach for Security and Peace Directorate (ISPD) is responsible for coordinating and managing the EEAS overall contribution to integrated approach as identified by the EU Global Strategy combining security, development and diplomatic actions in support of a common set of agreed objectives.

In this framework and in cooperation with geographic and thematic EEAS services as well as other EU institutions ISPD ensures effective coordination of EU response throughout the entire conflict cycle, from early warning and horizon scanning to political-strategic planning for crisis management and stabilisation, as well as on the security of EU citizens in crisis zones as appropriate.

ISPD ensures that the EU response is conflict sensitive and is based on a proper analysis with a focus on delivering stabilization and peace.

#### **We propose:**

The position of Policy and Coordination officer in the office of the the Director of Integrated Approach for Security and Peace Directorate (ISP).

#### **Functions and Duties:**

Under the authority of the Director of ISP Directorate, and in cooperation with other Departments concerned within the European External Action Service (EEAS), the Policy Officer/Coordination Officer will contribute to the work of the Directorate notably in coordination and planning of its activities and horizontal tasks in support of the Director, in particular in terms of:

- Supports and assists ISP staff in planning for PSC and other Council bodies; maintains overview of ISP topics to facilitate their planning in PSC and other Council bodies;
- Coordinates ISP contribution to Council working parties, briefing requests, letters, EP questions and request for access to documents;
- Supports the ISP Director in horizontal tasks;
- Contributes to an efficient information flow and coordination within ISP;
- Prepares presentations, interventions, and speeches;
- Facilitates the work of the internal communication network;
- Contributes to the organisation of team events and meetings;

- Closely coordinates on Common Security and Defence related issues within the Directorate and with EEAS relevant divisions, European Commission, European Council, European Parliament and EU Member States;
- Contribute to ensure coherence between security and defence policies as well as conflict prevention and crisis management activities carried out in the field;
- Maintain contacts with relevant EEAS, Commission, Council and EP entities as well as EU and MS Delegations as required;
- Ensure the Follow-up and facilitate the coordination of Article 28 stabilisation actions;
- Assist, upon request, the Director in all other areas where he/she solicits such support.

### **We are looking for:**

A dynamic, proactive and highly motivated colleague with very good analytical, drafting and communication skills and with a developed sense of service as well as with strong knowledge and experience in the areas of responsibility.

### **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 Union<sup>1</sup> or, where justified in the interests of the service, professional training of an equivalent level.<sup>2</sup>;
- 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 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;

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<sup>1</sup> 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.

<sup>2</sup> 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>

- 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;
- Extensive knowledge of European Union policies, in particular in the fields covered by the Directorate's activities, namely CSDP and Crisis Response, as well as of CFSP related issues;
- Have an extensive, proven experience and knowledge of CSDP/security and defence policy matters as well as crisis response/crisis management/conflict prevention;
- Have a good understanding of the activities of the EEAS and of internal and inter-institutional procedures.
- 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; good knowledge of written and oral French is required;
- 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.

#### **B. Skills required**

- Have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement;
- Have good organisational and managerial 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 unpredictable working hours and a considerable workload. A willingness to travel frequently and at short notice to mission in conflict 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;
- Be physically fit and in good health without any physical or mental problems;
- 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.

#### **C. Languages**

- thorough knowledge of one EU working 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 spoken English, in particular good report-writing skills; good knowledge of written and spoken French is desirable;

#### **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.

### **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](mailto: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: 01 September 2022**

**Place of secondment: Brussels, Belgium**

**For further information, please contact:**

**Administrative questions:** [SNE-CSDP@eeas.europa.eu](mailto:SNE-CSDP@eeas.europa.eu)

**Selection and profile related questions:** Mr Stefano TOMAT, Director, +32 2 584 2411;  
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