

EEAS Vacancy Notice

Seconded National Expert in the MD Civilian Planning and Conduct Capability (MD.CPCC)

Human Resources Expert in the Missions Personnel Division (DMD.CPCC.3)

CO-FINANCED

AD level post

Job No 321550

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 Managing Directorate Civilian Planning and Conduct Capability (MD.CPCC) is part of the EEAS and mandated to plan and conduct civilian Common Security and Defence Policy (CSDP) missions under the political control and strategic direction of the Political and Security Committee. The Managing Director of the MD.CPCC in his function as Civilian Operations Commander exercises command and control at the strategic level of all civilian CSDP missions. The Missions Personnel Division of the MD.CPCC is responsible for Human Resources, providing guidance, covering recruitment and horizontal HR policy and support to the civilian CSDP Missions on behalf of the Civilian Operation Commander. The Division is comprised of two sections: SEC.1 Missions Staffing Policy and SEC.2 Missions Personnel Selection.

We propose:

The post of a "co-financed" Seconded National Expert of Human Resources Expert in the Missions Personnel Division, DMD.CPCC.3. The post is co-financed by the EEAS (daily and monthly allowances) and by the EU MS (salary, social security and insurance).

The successful candidate will be assigned to the Missions Staffing Policy Section of the aforementioned division working with human resources management for civilian CSDP Missions and improve the effectiveness and implementation of human resources standards and good practices in the field of civilian CSDP capability development.

Functions and Duties:

Under the authority of the Head of the Division, the Seconded National Expert/Human Resources Expert is expected to perform the following tasks:

- Implement Force Generation through specific mechanism of Calls for Contributions and the civilian CSDP selection procedures following Member States agreed policy;
- Participate in the civilian CSDP Missions' staff selection and recruitment procedures of CSDP international staff and facilitate their timely deployment to the Missions;

- Support and guide the EU civilian CSDP Missions on all human resources issues (status of personnel, personnel administration processes e.g. implementation of leave policy, application of specific financial entitlements, international staff contracts etc.) and help establish Standard Operating Procedures;
- Support the business management of Goalkeeper-Registrar and CiMA, the IT tools on HR management developed specifically for MD.CPCC and civilian CSDP missions, and provide user support for the upcoming e-modules on recruitment and HR administration;
- Participate in data collection and analysis of HR statistics and prepare specific MD CPCC Force Generation reports for Member States;
- Contribute to the discussions concerning EU civilian CSDP Missions' staffing and organisation in CivCom and RELEX, when required;
- Provide active support and advice in the framework of the EU and MS civilian capability development process;
- Analyse Member States' deployment capacities for EU civilian CSDP missions;
- Contribute to the organisation of HR Seminars and Conferences with Missions and with Member States authorities;
- Contribute to designing and delivering trainings to CSDP Mission staff, MD CPCC staff and Member States representatives on civilian CSDP HR topics;
- Contribute to MD CPCC briefings on relevant HR matters impacting the efficiency of civilian CSDP missions; Act as a Point of Contact for civilian CSDP Missions;
- Undertake other tasks as directed by the Head of Division;

We are looking for:

The European External Action Service (EEAS) is seeking a dynamic, proactive and highly motivated colleague with strong analytical and networking skills to occupy the post of Seconded National Expert (SNE). The candidate should have a good understanding of EU policy-making and decision-making processes, and an understanding of inter-institutional relations as well as have relevant experience in the areas of responsibility. He/she will have to work in an international and multicultural environment in close synergy with Member States and EU institutions.

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 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 she/he will, at all times, support the objectives and safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

Selection criteria:

Candidates should:

A. Qualifications and experience required:

- Have a University degree that is relevant for the post, preferably in the fields of Human resources, Law, Business Administration;
- Equivalent military/police education in the aforementioned fields can be considered as appropriate;
- Have minimum of three years of broad professional experience in legal, administrative and operational aspects of Human Resources;
- Have a good understanding of the role of the EEAS as a diplomatic actor as well as a good understanding of the main objectives and principles of the EU's Common Foreign and Security Policy (CFSP)
- Have a good understanding of EU Common Security and Defence Policy (CSDP) decision making processes;
- A past experience within an EU CSDP mission would be an asset;

B. Skills required:

- Have strong organisational and managerial skills, sense of initiative and ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Have excellent interpersonal skills;
- Have ability to work and communicate in interdisciplinary and intercultural teams;

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>

- Have excellent analytical capability as well as excellent drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgement;
- Be prepared to travel on mission to current or potential crisis areas and to do so at short notice;
- Have the ability 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;

C. Languages:

- Fully fluent in written and spoken English. Good command of French is an advantage.

D. Personal qualities:

- Be a motivated and flexible team player;
- Have the ability to adapt quickly to new situations and deal with new challenges;
- Have the ability to maintain the highest standards of personal integrity, impartiality and self-discipline.

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

SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer. The EEAS will provide for the allowances in order to contribute to cover the SNE's living expenses in the place of secondment on a flat-rate basis. These allowances shall not be construed as remuneration paid by the EEAS.

Duration of the secondment: Initial period up to two years, renewable up to 4 years in total.

Co-financed SNEs shall be entitled to:

- daily allowance (**39.34€/calendar day for the distance 0-150 km or 157.35 €/calendar day for the distance > 150 km³**) throughout the period of secondment;
- monthly allowance calculated on the basis of the distance between the place of origin (the employer's head office) and the place of secondment (**between 0 to 887.90 €/month⁴**);

³ Daily allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2022) 79 of 19/12/2022

⁴ Monthly allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2020) 79 of 19/12/2022

- reimbursement of travels take up duties/end of secondment on a flat-rate basis (if not paid by the employer).

The EEAS will cover:

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- 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, salary, insurance, schooling (other than the European School fee), etc. shall not be covered by the EEAS.

Vacancy available from: 16/05/2023

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: Mr Gianmatteo ARENA, +32 2 584 3211;
gianmatteo.arena@eeas.europa.eu
