

JOB DESCRIPTION FORM SNE
CMPD.2 (job no. 166591)

I. IDENTIFICATION OF THE JOB

Type of post:	Seconded National Expert (co-financed)
Job title:	Desk Officer – Senior Capability Development Planner/Police Expert
Function group and grade bracket:	
Entity:	Crisis Management and Planning Directorate (CMPD) Capabilities, Concepts, Training & Exercises Division
Specialised post:	Yes
Security clearance:	SECRET EU

II. TASKS

Under the authority of the Head of the Capabilities, Concepts, Training & Exercises Division and in cooperation with other departments concerned within the European External Action Service (EEAS), the expert will carry out policy, conceptual, research and advisory tasks in the domain of the Common Security and Defence Policy (CSDP), with regard to all aspects of policing, and Rule of Law perspective in the area of CSDP Capabilities, Concepts, Training, Exercises and Lessons Learnt, as follows:

- Contribute to the political/strategic planning of civilian crisis management
- Ensure the coordination of the dossier "strengthening ties between CSDP and the area of Freedom Security and Justice"
- Advise on the relation between police aspects and rule of law, civil protection of civilians, Security Sector Reform (SSR), and civil administration aspects within civilian crisis management structures;
- Help to ensure consistency of CSDP at political/strategic level with regard to all aspects of policing, in particular the fight against serious and organised crime and terrorism;
- Deal with cross-sector conceptual and civilian capabilities-related issues through other departments of the EEAS, EU institutions and Agencies, International Organisations and any other relevant external actors;
- Liaise with the European Commission on police and Rule of Law aspects and facilitate cooperation and coordination on police aspects of civilian crisis management between the EU and other international organisations (UN, OSCE, African Union) at strategic level;
- Lead the development of civilian CSDP-related concepts and contribute to the development of CSDP Civ-mil concepts, notably in the broader area of SSR and the Rule of Law perspective;
- Assistance and support in activities related to CSDP training and cross-sector lessons related issues from a police and Rule of Law perspective and contribute to Lessons Learned Reports;
- CMPD point of Contact for various Groups (e.g. EUROGENDFOR, EUROPOL, FRONTEX) on conceptual and horizontal issues.

In the course of his/her assignment, the selected candidate may be charged with other tasks and duties in the interest of service.

III. QUALIFICATIONS AND EXPERIENCE REQUIRED

- university diploma, ideally in law;
- ten years' professional experience in political/strategic planning of civilian crisis management and ideally some professional experience in multinational organisations;
- have experience and knowledge in policing and rule of law aspects and Security Sector Reform (SSR);
- 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 desirable;
- 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.

IV. CONDITIONS/ SKILLS REQUIRED

- have the ability to remain objective in complex scenarios and to display sensitivity and 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 drafting and communication skills;
- 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.

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.