

JOB DESCRIPTION FORM CIVILIAN SNE
CMPD - Rule of Law expert (job no. 195929)

I. IDENTIFICATION OF THE JOB

Type of post:	Seconded National Expert
Job title:	Rule of Law /Border Management expert
Function group and grade bracket:	
Entity:	Crisis Management and Planning Directorate (CMPD) Integrated Strategic Planning Division
Sensitive post:	
Specialised post:	Yes
Security clearance:	SECRET EU

II. TASKS

Under the authority of the relevant Head of Section within the Integrated Strategic Planning Division, and in cooperation with other Directorates concerned within the European External Action Service (EEAS), the expert will provide legal expertise and monitor European Union CSDP missions and operations at strategic level, in particular those requiring Rule of Law/ Border management expertise and carry out the tasks outlined below:

- Participate in strategic and operational planning and the conduct phase in the broader rule of law area/Border management;
- Coordination with CPCC and DG EUMS on RoL strategic aspects;
- Liaise and establish working relationships with representatives of the EEAS, the Council of the EU, the European Commission, high judicial and diplomatic officials of the EU Member States, and other stakeholders on judicial and Rule of Law matters (e.g. EUROJUST, EUROPOL, FRONTEX), as well as with donors in the field of Justice;
- Coordinate the preparation and conduct of meetings at strategic level with international organisations such as the UN, the AU, OSCE, Council of Europe or NATO, Third states, host nations and potential OHQ's;
- Provide advice on Rule of law and Border management, good governance, Human Rights and International laws;
- Elaborate and contribute towards the related definition of CSDP policies with the objective of ensuring strategic political coherence in bilateral and/or multilateral relations;
- Support the development of strategic reviews and concepts related to Rule of Law/ Border management;
- Assist with the preparation of meetings of the Council and of its preparatory working parties;
- Represent the Head of Division or Section at meetings of the Political and Security Committee and the preparatory groups/working parties;
- Ensure internal coordination within the EEAS and attend Crisis Management Meetings/ Platform as appropriate;
- Other tasks and duties in the interest of service.

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III. QUALIFICATIONS AND EXPERIENCE REQUIRED

- university diploma;
- ten years' professional experience in the field of legal affairs, including some professional experience in multinational organisations and crisis management;
- have practical experience of planning at a strategic level, in particular on Rule of Law/Border Management aspects;
- 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.
- Having successfully completed a HEAT training course before joining CMPD would be considered as 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 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.

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.