

The European Centre of Excellence for Civilian Crisis Management (CoE)

is looking for a total of three Policy Officers (f/m/other)

to start as soon as possible

The European Centre of Excellence for Civilian Crisis Management (CoE) will open in Berlin in September 2020, during Germany's Presidency of the Council of the EU, as a German initiative by the Federal Foreign Office to enhance civilian crisis management. The CoE regards itself as a service supplier for EU Member States and EU institutions, particularly the European External Action Service (EEAS). The CoE will serve as a knowledge centre for gathering and sharing national models and experiences (best practice) and draw up concrete proposals on how European civilian crisis management can be further developed in terms of concept and practice. The CoE will be run as a private-sector association. A Director will implement the work programme suggested by the members. A team of approximately ten people, including at least three Policy Officers, will support the Director.

The Officers should start at the beginning of June 2020.

Main tasks of the Policy Officers

The officers will be answerable to the Director, whom they will assist in managing the CoE. In a close exchange with members, they will support the implementation of the CoE's work programme and consult with members on both substantive and organisational matters.

They will be the points of contact for the experts seconded to the CoE by member states for around one to two years and, together with the Director, will prepare the substantive work and allocate tasks to the experts. They will support the experts in their work on projects and in processing the results. In particular, this will involve the areas of (1) knowledge management, (2) public relations work and (3) liaison within the framework of civilian crisis management (with EU structures, CSDP missions as well as member states on issues with which the CoE is dealing).

Policy Officer 1 (knowledge management, IT)

One Policy Officer is to be the "institutional memory" of the CoE. Their tasks will include:

- Web-based knowledge management: utilisation, systematisation and archiving of the results of the work done by the experts
- Shaping and safeguarding web-based access to the results of the work of the CoE:
- IT management within the CoE

- They will be the point of contact for the members of the CoE in matters concerning projects already completed.

Policy Officer 2 (public relations, social media, website, outreach)

- Conception, design and ongoing support of the CoE's website
- Conception, design and implementation of communication strategies and goals (in coordination with relevant communication campaigns of the CoE, its members as well as the EU)
- Planning, organisation as well as realisation and further development of external and internal public relations work and of selected projects
- Operational support and strategic further development of the CoE's social media channels, including community management
- Development of a targeted social media strategy and the realisation of corresponding campaigns
- Media monitoring and analysis

Policy Officer 3 (civilian crisis management / CSDP)

- Advising the Director on the priority areas of the CoE work programme, including in the spheres of civilian capabilities, training, secondment, standard operating procedures, planning of missions
- Point of contact for general questions concerning civilian crisis management and civilian CSDP (legal foundation, framework conditions, documents, action plans)
- Liaison with EU institutions (in particular the EEAS), EU member states and their institutions (training, secondment, think tanks), international organisations and other stakeholders in the field of civilian crisis management

Profile

Minimum requirements:

- A degree (master or equivalent) with a focus on the EU in political science, international relations, foreign and security policy, law, economics, communication science, information science / IT or an equivalent degree
- At least one year's work experience in the sphere of peace operations, civilian crisis management or the EU's Common Security and Defence Policy, or documented specialised knowledge in this field
- Alternatively, at least two years' work experience in the sphere of public administration or an international organisation (EU, OSCE, NATO, UN, etc.)
- Excellent intercultural and communication skills
- Conceptual and strategic capabilities
- Problem-solving skills and the ability to think analytically, to prepare complex subjects and to formulate written and oral presentations which are structured, comprehensible and convincing
- Confidence in using modern office software
- Fluency in written and spoken English (C2 level)

- Basic knowledge of German (A2 level)
- Ability to work well in a team, organisational skills, commitment as well as thoroughness and reliability

Policy Officer 1 (knowledge management)

- Expertise in the sphere of knowledge management
- Excellent understanding of processes and developments in IT
- Experience in coordinating or managing projects
- Experience in the preparation, processing, review, storage and provision of knowledge

Policy Officer 2 (public relations work)

- Pronounced flair for language and design
- Thorough knowledge of different social media platforms
- Confidence in using social media platforms
- Sound knowledge and experience in dealing with content management systems
- Good knowledge of German (B2 level)

Policy Officer 3 (civilian crisis management / CSDP)

- At least three years' practical experience in the field of international political cooperation, civilian crisis management or in civilian CSDP (desirable: at least six months in a peace operation/mission) or at least three years' experience of policy-relevant research work in this sphere
- An excellent grasp of political momentum and institutional frameworks in this field
- Sound knowledge of the CSDP and its players

Additional desired qualifications:

- Basic knowledge of French (A2 level) and a willingness to work on this given the CSDP language regime
- Knowledge of another EU language

The salary will be based on the Collective Agreement for the Public Service (pay grade 13 TVöD, equivalent in EU terms to AD 6-8). The positions will initially be for two years but a contract extension is possible.

The Federal Foreign Office has set itself the goal of promoting the professional advancement of women and expressly welcomes applications from women with the necessary qualifications. We look forward to receiving applications from people of migrant origin. In accordance with statutory requirements, applicants with a disability will receive preferential treatment if they are equally qualified for the job.

Please send us a detailed application per email with the following documents and certificates:

- Cover letter
- Tabular curriculum vitae
- Degree certificate from a university of applied sciences
- Employment references
- Proof (ideally in the form of statements backed up with certificates) of all the knowledge and skills listed in the profile)

by 12 April in electronic form/per email to bewerbungencoe@auswaertiges-amt.de.

Florian Pötter, who can be reached at 00 49-30-1817-8123, can provide more information on the tasks and positions.

You should be available for an interview in the week starting 4 May 2020. Unfortunately, it is not possible to reimburse any travel costs incurred in connection with the interview.

Only complete applications can be considered.

Acknowledgements of receipt will not be sent. We will only contact those candidates who are to be invited to an interview.