

ANNEX

**Seconded National Expert (cost-free)
at the European External Action Service (EEAS)
of the European Union
Civilian Planning and Conduct Capability (CPCC)**

- Gender Expert -

Job description (job no 238609)

A. Tasks

Under the authority of the Head of the Coordination Division of CPCC and as part of the Operational Capability Section, the Gender Adviser is expected to perform the following tasks:

- Act as the CPCC focal point for gender equality, gender mainstreaming and Women Peace and Security (WPS) related dimensions;
- Support the operational conduct of crisis management missions and, to that end, provide advice on the integration of a gender perspective in the context of civilian CSDP;
- Contribute from a gender perspective to the development of concepts and recommendations for improved planning, conduct, management and support of CSDP crisis management missions;
- Support the development of a systematic gender analysis of all aspects of the implementation of the Missions' mandates, including policy development, monitoring, execution and reporting, data collection and staffing; to this end, the adviser is expected to work closely with CPCC.1 (Conduct of Operations) and CPCC.3 (Mission Support Department).
- Work to further develop/make operational EU/CSDP policy on Women, Peace and Security, in particular on implementing and further operationalising the CPCC guidelines on gender mainstreaming applicable to all Missions;
- Contribute to the planning of civilian crisis management missions, by providing the necessary expertise on the principles of the WPS framework and on gender related matters, based on the relevant comprehensive EU concepts; and as appropriate participate in assessment and/or fact-finding missions.
- Maintain close contacts with other relevant services within the EEAS – in particular the Crisis Management and Planning Directorate and the office of the Principal Adviser on gender - the European Commission, the Council of the EU, Member States and other EU actors for the purposes of assigned tasks;
- Cooperate with external partners involved in crisis management (e.g. UN, OSCE, NATO, academic institutions and CSOs);
- Advise on the development and content of strategic communications with regards to gender dimensions;
- In coordination with the Member States, the European Security and Defence College and other actors, contribute to the training policy development in the area of gender;
- Provide CPCC and other actors internal training on gender mainstreaming and WPS as required;

- Contribute to the identification and reports on lessons identified/learned and best practices within the field of gender;
- Perform any other related task as requested by the Line Manager(s).

B. Qualifications and Experience

- Completed university studies of at least 3 years, in the field of gender studies, international public law, or other field that is relevant to the post;
- Proven knowledge of gender issues and a minimum of 8 years of experience relevant to the post;
- Documented experience of working on EU CFSP and CSDP related issues, in an EU institutional or national/MS context;
- Good knowledge and understanding of the institutional arrangements and practices of CFSP and CSDP structures, and notably the role of the EEAS in this context;
- Ability to work in CSFP languages with excellent command of written and oral English, good knowledge of written and oral French is desirable;
- Good computer skills are essential, notably word processing, spreadsheets, presentation software, internet/intranet and email systems. Knowledge of other IT tools would be an asset.

C. Requirements

- Strong organisational skills, sense of initiative and ability to work independently;
- Excellent inter-personal skills and good ability to work in a team within a complex institutional and multi-cultural environment,
- Ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Analytical skills and ability to conduct gender analysis;
- Excellent communication, presentational and pedagogical skills;
- To be prepared to travel frequently and on short notice to mission areas and potential crisis areas;
- To maintain the highest standards of personal integrity, impartiality and self-discipline; to exercise the 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;
- National security clearance at SECRET level. Such clearance needs to be obtained from the national competent authority before secondment to the EEAS and remains valid for the entire period of secondment. In the absence thereof, the EEAS reserves the right to refuse the candidate's secondment as a national expert.

D. General conditions

- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen.
- The EEAS applies an equal opportunities policy.