

JOB DESCRIPTION - SNE
CMPD.1 (job no.@)

I. IDENTIFICATION OF THE JOB

Type of post:	Seconded National Expert (cost free)
Job title:	Policy Officer
Entity:	Crisis Management and Planning Directorate CSDP Policy, Partnerships & Agreements (CMPD.1)
Sensitive post:	
Specialised post:	Yes
Security clearance:	SECRET EU

II. TASKS

Under the authority of the Head of the CSDP Policy, Partnerships & Agreements Division, and in cooperation with the other services concerned within the EEAS, the main duties include:

- Contribute to the strengthening of CSDP cooperation and development of a more strategic approach with partner countries and international organisations, notably EU-NATO relations, in cooperation with other Divisions within CMPD, CPCC and EUMS, all relevant EEAS and Commission services, EU Delegations, EU Member State representatives and Council bodies.
- Drafting of briefing and policy documents, notes, correspondence with key partners and all similar work related to CSDP within the geographical/thematic area under his/her responsibility; preparation of dialogues, workshops, training programmes etc. related to CSDP issues, consultations and negotiations, as well as contribution to preparation of relevant meetings of the Council and its working parties as appropriate.

III. QUALIFICATIONS AND EXPERIENCE REQUIRED

- university degree;
- documented experience of working on EU CFSP and CSDP related issues, in an EU institutional or national/MS context;
- thorough knowledge of one EU language and satisfactory knowledge of another; in practical terms and in order to perform required duties, excellent command of written and oral English, 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

- 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;
- sound knowledge of external relations as well as the functioning of the EU, and a good understanding of the activities of the EEAS;
- good knowledge and understanding of relevant horizontal/cross-cutting aspects

related to EU/CSDP civilian crisis management and military crisis management;

- have good organisational and managerial skills, the ability to work under pressure and with tight deadlines;
- be a team player, 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;
- strong communication, analytical, drafting and negotiation skills, combined with sound judgement;
- 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;
- national security clearance at SECRET EU 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.