

JOB DESCRIPTION FORM SNE
SECDEFPOL.1 (job no. 303212)

I. IDENTIFICATION OF THE JOB

Type of post:	Seconded National Expert (cost-free)
Job title:	Policy Officer – CSDP capabilities and policies
Function group and grade bracket:	
Entity:	Security and Defence Policy Directorate Security and Defence Policy Division, SECDEFPOL.1
Specialised post:	Yes
Security clearance:	SECRET EU/NATO

II. TASKS

Under the authority of the Head of Division Security and Defence Policy, the Policy Officer will contribute to EU initiatives and processes in the framework of the implementation of the EU Global Strategy to strengthen CSDP, in particular contributing to:

- Initiatives launched to promote the development of military capabilities and their operational availability for CSDP missions and operations, including PESCO, CARD and the EU Battlegroups;
- Strengthening civilian/military synergies in CSDP, and promoting the visibility of EU policies and initiatives including through contributing to strategic communication;
- Monitoring and analysing relevant developments within, notably, Member States, UN and NATO and their impact on EU policy development;
- Ensuring links with relevant departments of the EEAS, the European Commission and the European Defence Agency as well as supporting the work of relevant CSDP Council working groups;
- Preparing documents, briefings and presentations in this area, and liaising with and coordinate inputs from EEAS, EDA, Commission and other relevant bodies, also in support of ministerial and high level meetings.

In the course of his/her assignment, the selected candidate may be charged with other tasks and duties in the interest of service, as directed by his/her Head of Division and/or Director.

III. QUALIFICATIONS AND EXPERIENCE REQUIRED

- university degree;
- documented experience of working on EU 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;
- national or multinational staff experience;
- 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.

Desirable:

- have experience working as a policy advisor in a Ministry of Defence or Ministry of Foreign Affairs of an EU Member State;
- previous international staff experience;

- experience in the POL/MIL environment;

IV. CONDITIONS/ SKILLS REQUIRED

- good knowledge and understanding of the institutional arrangements and practices of 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;
- have good organisational and managerial skills, the ability produce high quality work with limited supervision and to limited timescales;
- 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;
- have a good coordination skills to manage complex joint projects with relevant directorates, services and agencies;
- ability to attend high level meetings and draft accurate reports;
- 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.