

JOB DESCRIPTION - SNE
SECDEFPOL.2 (job no.303167)

I. IDENTIFICATION OF THE JOB

Type of post:	Seconded National Expert (cost free)
Job title:	Policy Officer – EU Security and defence relations with partners in Western Balkans and Southern Neighbourhood
Entity:	Security and Defence Policy Directorate Partnerships & Agreements (Secdefpol.2)
Sensitive post:	
Specialised post:	Yes
Security clearance:	EU SECRET/SECRET UE

II. TASKS

Under the authority of the Head of the Partnerships & Agreements Division (SECDEFPOL2), and in cooperation with the other services concerned, the main duties include:

- Providing expertise on security and defence policy (politico military aspects, defence and/or police matters etc.) to contribute to the development of EU common security and defence policy relations, including third State participation in CSDP missions and operations, with partner countries in the Western Balkans, Southern Neighbourhood and other geographical areas.
- Contributing to the development of EU Security and Defence Partnerships/Third country cooperation with regard to security and hybrid related threats and related capacity building measures.
- Liaise with partners on security and defence policy matters within the geographical/thematic area of responsibility.
- Drafting of briefing and policy documents, instruction 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 related to CSDP issues, consultations and negotiations with non-EU partner countries, as well as contribution to preparation of relevant meetings of the Council and its working parties as appropriate.

The work takes place in cooperation with other Divisions within MD CSDP-CR, CPCC and EU Military Staff, all relevant EEAS and Commission services, EU Delegations, EU Member State representatives and Council bodies.

III. QUALIFICATIONS AND EXPERIENCE REQUIRED

- university degree or equivalent;
- documented experience of working on security and defence related issues, in an EU, Member State or international organisation 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 would be a benefit.
- 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 on security and defence aspects of EU relations with third countries and international organisations (defence policy, military and/or police matters);
- good knowledge and understanding of the institutional arrangements and practises of CFSP and CSDP structures and the role of the EEAS in this context;
- have good organisational 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 professionalism. 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.