

JOB DESCRIPTION FORM CIVILIAN SNE
ISP - job no. 303014

I. IDENTIFICATION OF THE JOB

Type of post:	Seconded National Expert
Job title:	Policy Officer - Coordination officer
Function group and grade bracket:	
Entity:	Integrated Approach for Security and Peace Directorate
Specialised post:	Yes
Security clearance:	SECRET EU

II. TASKS

Under the authority of the Director of Integrated Approach for Security and Peace Directorate, and in cooperation with other Departments concerned within the European External Action Service (EEAS), the Policy Officer - Coordination Officer will contribute to the work of the Directorate notably in coordination and planning of its activities and horizontal tasks in support of the Director, in particular in terms of:

- Supports and assists ISP staff in planning for PSC and other Council bodies; maintains overview of ISP topics to facilitate their planning in PSC and other Council bodies; follows PSC meetings for ISP;
- Coordinates ISP contribution to Council working parties, briefing requests, letters, EP questions and request for access to documents;
- Supports the Director of ISP in horizontal tasks;
- Contributes to an efficient information flow and coordination within ISP;
- Prepares presentations, interventions, and speeches;
- Contributes to organization of events and meetings;
- Closely coordinates on Common Security and Defence related issues within the Directorate and with EEAS relevant divisions, European Commission, European Council, European Parliament and EU Member States;
- Represent the Director in meetings as required;
- Contribute to ensure coherence between security and defence policies as well as conflict prevention and crisis management activities carried out in the field;
- Maintain contacts with relevant EEAS, Commission, Council and EP entities as well as EU and MS Delegations as required;
- Ensure the Follow-up and facilitate the coordination of Article 28 stabilization actions;
- Assist, upon request, the Director in all other areas where he/she solicits such support.

III. QUALIFICATIONS AND EXPERIENCE REQUIRED

- University diploma;
- Extensive knowledge of European Union policies, in particular in the fields covered

by the Directorate's activities, namely CSDP and Crisis Response, as well as of CFSP related issues;

- Have an extensive, proven experience and knowledge of CSDP/security and defence policy matters as well as crisis response/crisis management/conflict prevention;
- Have a good understanding of the activities of the EEAS and of internal and inter-institutional procedures.
- Thorough knowledge of one EU language and satisfactory knowledge of another one are required; in practical terms, in order to perform required duties, that means an excellent command of written and oral English, in particular good report-writing skills; good knowledge of written and oral French is required;
- 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

- Have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement;
- Have good organisational and managerial skills, the ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- Have excellent negotiating skills in a multinational environment;
- 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 with unpredictable working hours and a considerable workload. A willingness to travel frequently and at short notice to mission in conflict areas is also essential;
- 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;
- Be physically fit and in good health without any physical or mental problems;
- National security clearance at SECRET UE 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.