

JOB DESCRIPTION FORM CIVILIAN SNE
ISP.3 - job no. 303131

I. IDENTIFICATION OF THE JOB

Type of post:	Seconded National Expert
Job title:	Stabilisation desk officer
Function group and grade bracket:	
Entity:	Integrated Approach for Security and Peace Directorate Integrated Strategic Planning for CSDP and Stabilisation Division – ISP.3
Specialised post:	Yes
Security clearance:	SECRET EU

II. TASKS

Under the authority of the Head of Division of the Integrated Strategic Planning for CSDP and Stabilisation Division, and in cooperation with other Departments concerned within the European External Action Service (EEAS), will contribute to the coordination of the EU's external actions in the field of crisis management and response and to the development of appropriate response both in the Headquarters and in the field with a specific focus on Article 28 stabilisation actions.

The main duties will be to:

- Define EU interests and policies in the framework of crisis response operations (stabilisation actions);
- Monitor the overall situation in critical third countries or regions and identify potential areas of activities/concrete actions;
- Contribute to the development of EU policy in the context of crisis response in the framework of the Integrated Approach;
- Perform field visits in view of making a general assessment of the situation and of identifying concrete areas of response for the EU;
- Participate in inter-service missions with other EEAS and relevant COM services;
- Support the coordination of activities with geographic and thematic divisions, operational units within the EEAS as well as with other institutions and delegations;
- Provide advice to the hierarchy;
- Contribute actively to inter-service consultations;
- Prepare documents, briefings and presentations in the field of stabilisation, and liaise with and coordinate inputs from EEAS, Commission and other relevant bodies, also in support of ministerial and high level meetings;
- Other tasks and duties in the interest of service.

III. QUALIFICATIONS AND EXPERIENCE REQUIRED

- University diploma;
- Ten years' professional experience in the field of stabilisation aspects, including professional experience in national, international and crisis management environment;
- An expertise in stabilisation actions would be appreciated.
- Have practical experience of planning at a strategic level, in particular on stabilisation aspects;
- Thorough knowledge of one CFSP working 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 spoken English, in particular good report-writing skills; good understanding of written and spoken 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.