

JOB DESCRIPTION FORM SNE
ISP.1 – job no. 303015

I. IDENTIFICATION OF THE JOB

Type of post:	Seconded National Expert
Job title:	Advisor for Knowledge Management and Training
Function group and grade bracket:	N/A
Entity:	Integrated Approach for Security and Peace Directorate Concepts, Knowledge Management and Programmes Division, ISP.1
Specialised post:	Yes
Security clearance:	EU SECRET

II. TASKS

Under the authority of the Head of Division of ISP.1 (Concepts, Knowledge Management and Programmes) within the Directorate Integrated Approach for Security and Peace, and in cooperation with other Directorates within the European External Action Service (EEAS), the expert will provide knowledge management and training expertise and carry out the tasks outlined below:

- Contribute to the development of the overall ISP approach to Knowledge Management in the area of crisis response;
- Coordinate the links between the Knowledge Management processes and developments on the EU Training Policy for CSDP;
- Represent as required ISP in meetings of preparatory groups/Council working parties and other meetings on these subjects
- Develop ISPs' inputs, at a political and strategic level, to the preparation of the first EU training programme for CSDP;
- Carry out other tasks as directed;

ISP.1 is responsible for the effective coordination of EU response throughout the conflict cycle by working with relevant geographic and thematic services, incl. outside the EEAS, in developing a shared EU strategy and integrated approach in dealing with crises.

The Advisor will have a particular role in assisting ISP.1 in promoting knowledge management in crisis prevention and response by facilitating a lessons process, and disseminating best practices and in connecting this to the implementation of the EU training policy for CSDP.

III. QUALIFICATIONS AND EXPERIENCE REQUIRED

- Have a University degree in an area relevant for the post.
- At least 5 years of relevant and proved professional experience after having completed his/her studies.
- Good knowledge of EU external action mechanisms, in particular CSDP.
- Have an understanding of knowledge management processes as well of training in

the areas of security and defence.

IV. CONDITIONS/ SKILLS REQUIRED

<u>Linguistic skills:</u>	Thorough knowledge (capacity to write and speak) in English is required. French is useful to work in HQ and with the Commission.
<u>Communication skills:</u>	Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Capacity to communicate technical or specialised information and to advise senior members of staff.
<u>Interpersonal skills:</u>	Teamwork. Coordination and communication skills.
<u>Intellectual skills:</u>	Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.
<u>Personal qualities:</u>	Dynamic and entrepreneurial. Motivated and flexible personality that is able to work proactively and in teams. Travel to difficult environments may be necessary.
<u>Security Clearance:</u>	EU SECRET. Such clearance needs to be obtained from the competent authorities before secondment to the EEAS. The validity of the clearance should cover the entire period of the secondment. In the absence thereof, the EEAS reserves the right to refuse the candidate's 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.