

JOB DESCRIPTION FORM SNE  
SECDEFPOL.1 - job no. 303160

## **I. IDENTIFICATION OF THE JOB**

Type of post:	Seconded National Expert (co-financed)
Job title:	Desk officer – Senior Capability Development Planner/ JHA expert
Function group and grade bracket:	
Entity:	Security and Defence Policy Directorate Security and Defence Policy Division – SECDEFPOL.1 Sector Civilian CSDP
Specialised post:	Yes
Security clearance:	SECRET EU

## **II. TASKS**

Under the authority of the Head of the Security and Defence Policy Division and as part of the Sector Civilian CSDP, the expert will deal with the strengthening of civilian CSDP, including CSDP-JHA cooperation, and whose main tasks will include:

- support the Head of Sector in the coordination to implement the Civilian CSDP Compact, in close dialogue with other EEAS directorates and Commission services;
- in this context, develop policies aimed at strengthening civilian CSDP in all fields identified in the Civilian CSDP Compact, with particular focus on CSDP-JHA cooperation and CSDP efforts in the newly identified security threats;
- analyse relevant developments at the EU-level as well as in Member States and their impact on EU policies and initiatives;
- contribute to wider efforts to strengthen CSDP-JHA cooperation and information exchange including on the newly identified security challenges. Identify synergies between relevant JHA agencies and the work of CSDP missions/operations;
- advise on the relation between police aspects and rule of law, Security Sector Reform (SSR), and civil administration aspects within civilian crisis management structures;
- help to ensure consistency of CSDP at political/strategic level with regard to all aspects of policing, in particular regarding tackling security threats related to organised crime, irregular migration, border management and terrorism;
- contribute to wider efforts to strengthen CSDP-JHA cooperation and information exchange;
- develop EEAS strategic engagement with the JHA Agencies, in close coordination with the Commission. Develop and strengthen EEAS engagement in relevant JHA Council fora;
- in the course of his/her assignment, the selected candidate may be charged with other tasks and duties in the interest of service.

### **III. QUALIFICATIONS AND EXPERIENCE REQUIRED**

- university diploma, ideally in law, social sciences or a related field;
- Ten years' relevant professional experience and ideally some professional experience in multinational organisations;
- have experience in and knowledge of JHA related fields, including policing and rule of law aspects;
- thorough knowledge of one EU 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 knowledge of written and spoken French is desirable;
- 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 drafting and communication skills;
- 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 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;
- 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.