

JOB DESCRIPTION FORM SNE
SECDEFPOL.1 - job no. 303164

I. IDENTIFICATION OF THE JOB

Type of post:	Seconded National Expert (co-financed)
Job title:	Desk officer – Senior Capability Development Planner
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 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 terms of capabilities, overall effectiveness and linkages to other EU instruments;
- coordinate on behalf of the Head of Sector work related to civilian capability development and development of concepts and capabilities as directed;
- deal with cross-sector conceptual and civilian capabilities-related issues and liaise with and coordinate inputs from EEAS, MS and other relevant bodies including JHA agencies;
- monitor, analyse and assess developments within MS regarding CSDP civilian capability development, including in relation to the National Implementation Plans to be developed by MS;
- support the development of civilian CSDP-related concepts and contribute to the development of relevant CSDP civ-mil concepts;
- analyse, draft and report on progress made in the implementation of the Civilian CSDP Compact. Support preparation of meetings of the Council and of its preparatory working parties and represent the Head of Sector and/or Head of Division at meetings of the Council as necessary;
- support the visibility of civilian CSDP and take forward the partnership aspects of civilian CSDP with UN, NATO and other relevant external actors;
- contribute to the training and exercises in the civilian domain;
- 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
- Ten years' relevant professional experience and ideally some professional experience in multinational organisations;
- have experience and knowledge of CFSP and CSDP;
- 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 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;
- 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.