

ANNEX

**Seconded National Expert (cost-free)
at the European External Action Service (EEAS)
of the European Union
Civilian Planning and Conduct Capability (CPCC)**

- Executive Officer -

(job no. 299614)

Job Description

A. Tasks

Under the direct supervision of the Deputy Civilian Operations Commander/Chief of Staff/Head of Unit "Chief of Staff/Horizontal Coordination" in the CPCC, the Executive Officer is expected to perform the following tasks:

- Advise and assist the Deputy Civilian Operations Commander/Chief of Staff on all matters related to the day to day coordination of the CPCC;
- Advise and assist the Deputy Civilian Operations Commander/Chief of Staff in the development of the Annual CPCC work plan including priorities and resource requirements;
- Assist in the preparation and follow up/tracking of agreed actions coming out of CPCC Senior Management and Chief of Staff meetings;
- Advise and Assist the Deputy Civilian Operations Commander/Chief of Staff in the development and implementation of concepts, guidelines and standard procedures pertaining to the effective operational planning, conduct and support of civilian CSDP missions;
- Provide political analysis and advice to the Deputy Civilian Operations Commander/Chief of Staff pertaining regarding strategic and operational developments within the civilian CSDP arena, with particular attention to Member State-led initiatives, strategies and policies, notably the Centre of Excellence in Berlin;
- Contribute to lessons identification and structured follow up within the CPCC remit;
- Help ensure effective coordination with other offices and staffs across the External Action Service, particularly those directly involved with CSDP missions and operations;
- Represent the CPCC in internal and external meetings, lectures and/or briefings if specifically tasked to do so;
- Perform any other duties as assigned by the Deputy Civilian Operations Commander/Chief of Staff and stand ready to also take on tasks assigned by the Civilian Operations Commander/Director CPCC.

B. Qualifications and Experience

- Advanced University Degree in Politics, Social Sciences or any other academic training relevant to the post
- Five years of relevant professional experience, including in international organisations and/or in missions/delegations/Embassies on the ground;
- A good understanding and knowledge of the European Institutions and in particular related to the Common Foreign and Security Policy (CFSP) and the Common Security and Defence Policy (CSDP);

C. Requirements

- Proven record of analytical skills;
- Excellent writing capabilities;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgement;
- Excellent negotiating skills in a multinational environment;
- Ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Organisational skills and a sense of initiative, be a good team player and have an aptitude for communication and interpersonal relations;
- Ability to work independently and with the minimum of supervision;
- A thorough knowledge of one Community language and a satisfactory knowledge of another; in practice, in the interests of the department, candidates must have a very good knowledge of English and French. Knowledge of other official languages of the European Community would be an advantage;
- To maintain the highest standards of personal integrity, impartiality and self-discipline. To exercise greatest discretion with regard to all facts and information coming to his/her knowledge in the course of or in connection with the performance of his/her duties;
- Have national security clearance at SECRET level. Such clearance needs to be obtained from the national competent authority and remain valid for the entire period of secondment;
- Willingness to travel at short notice into mission and conflict areas is essential.

D. General conditions

- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen.

**[For more information related to the selection, please contact Mrs Birgit Loeser
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