

**JOB DESCRIPTION FORM cost-free SNE**  
ISP.4 Division – Job no. 177808

**I. IDENTIFICATION OF THE JOB**

Type of post:	Seconded National Expert
Job title:	Policy Officer
Function group and grade bracket:	
Entity:	Integrated Approach for Security and Peace Directorate Consular Affairs Division (ISP.4)
Specialised post:	Yes
Security clearance:	SECRET EU

**II. TASKS**

Within the Consular Affairs Division (ISP.4), and in cooperation with other Departments concerned within the European External Action Service (EEAS), the Seconded National Expert will contribute to the development of the role of the EEAS in consular affairs, to the implementation of the Division's activities and to the consular crisis management; as well as to the tasks outlined below:

- Develop consular activities and analytical capacity;
- Support EU Delegations for consular crisis preparedness and response;
- Support the communication and publication activities of the Division: Newsletter, eLearning modules, trainings, etc.;
- Other tasks and duties in the interest of service.

**III. QUALIFICATIONS AND EXPERIENCE REQUIRED**

- University diploma;
- At least 3 years professional experience in the field of consular crisis management;
- Have practical experience of policy analysis and development, in safety and risk assessment, in threats and suitable defence measures, in security analysis in crisis situation. A very good knowledge in external relations, EU Foreign Policy Regulation;
- Knowledge of the EU's functioning in general and of CSDP in particular would be an asset;
- Thorough knowledge of one EU 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 oral English, in particular good report-writing skills, oral presentations; good knowledge of written and oral French is desirable;
- Good computer skills are essential, notably in word processing, spreadsheets, presentations software and email systems. Knowledge of other IT tools would be an asset.

#### **IV. CONDITIONS/ SKILLS REQUIRED**

- Have the competence of analysing and problem solving;
- Have the ability to work in a proactive and autonomous way and to act upon problems;
- Have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement;
- 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 sometime unpredictable working hours.
- Having willingness to travel to mission 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;
- National security clearance at SECRET UE level. Such clearance needs to be obtained from the competent authorities before secondment to the EEAS. 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.