

JOB DESCRIPTION FORM cost-free SNE
ISP.3 Division – job no. 337565

I. IDENTIFICATION OF THE JOB

Type of post:	Seconded National Expert
Job title:	Strategic Planner
Function group and grade bracket:	
Entity:	Integrated Approach for Security and Peace Directorate Integrated Strategic Planning for CSDP and Stabilisation Division (ISP.3)
Specialised post:	Yes
Security clearance:	SECRET EU

II. TASKS

Within the Integrated Strategic Planning for CSDP and Stabilisation Division (ISP.3), and in cooperation with other Departments concerned within the European External Action Service (EEAS), the expert will plan and monitor European Union CSDP missions/operations, in particular EUAM RCA, at strategic level and carry out the tasks outlined below:

- Conduct planning at politico-strategic level, develop planning documents (option papers, crisis management concepts, strategic analysis papers) and to that end, coordinate inputs from other relevant EU interlocutors;
- Coordination with CSDP missions/operations on strategic aspects;
- Coordination with other international organisations and with the host country;
- Drafting of strategic reviews of missions/operations;
- Assist with the preparation of meetings of the Council and of its preparatory working parties;
- Attend meetings of the Political and Security Committee as required and represent the Head of Sector in Council preparatory groups/working parties;
- Lead and conduct or participate in missions to the field (including fact finding missions) and be responsible for preparing respective reports;
- Ensure internal coordination within the EEAS;
- Other tasks and duties in the interest of service.

III. QUALIFICATIONS AND EXPERIENCE REQUIRED

- University diploma;
- Ten years professional experience in the field of crisis management including, some professional experience in multinational organisations;
- In-depth experience in the Internal Security and Rule of Law;
- Have practical experience of planning at a strategic level;

- Deployment within a CSDP/OSCE/UN/NATO mission/operation as well as 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; good knowledge of written and oral French is essential;
- 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 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 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 sometime unpredictable working hours.
- Having willingness to travel frequently 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.