

ANNEX

**Seconded National Expert  
at the European External Action Service (EEAS)  
of the European Union  
Civilian Planning and Conduct Capability (CPCC)  
- Penitentiary Expert –  
(Job no 298813)**

Job description

**A. Tasks**

Under the direct supervision of the Head of Operational Planning and Horizontal Issues Sector of the CPCC 2.1, the Penitentiary Expert is expected to perform the following tasks:

- Provide analysis and advice on penitentiary policies and best practice including aspects on criminal justice and overall Security Sector Reform (SSR).
- Contribute to the closer cooperation between civilian CSDP and Justice and Home Affairs (JHA) especially on criminal justice matters including penitentiary, prosecutors and judicial cooperation
- Assist enhanced interaction of CSDP and JHA in close coordination with Head of Sector on penitentiary matters with JHA line ministries and relevant MS institutions, relevant EU JHA agencies (Eurojust) and interact with CSDP missions accordingly
- Prepare and participate in relevant discussions in the EU's working groups and committees concerned with the above mentioned areas, especially the Committee for Civilian Aspects of Crisis Management (CIVCOM), the Working Party of Foreign Relations Counsellors (RELEX), the Military Committee (EUMC), the Political and Security Committee (PSC) and relevant JHA working groups.
- Represent CPCC in relevant meetings with internal and external stakeholders
- Act as point of contact within CPCC on penitentiary and criminal justice matters and help further develop the conceptual approach of penitentiary policies and best practice for civilian CSDP.
- Support the network of Rule of Law experts in civilian CSDP missions and its annual meeting
- Draft information notes, reports, advices and any other documents relating to the area of competence.
- Help ensure consistency of civilian CSDP missions with regard to all penitentiary aspects, in particular concerning combating organised crime and terrorism including prevention and counter radicalization.
- Support CPCC as trainer for pre-deployment and senior level ESDC Courses on Operational Planning for civilian CSDP Missions.
- Contribute to lessons learned processes, exercise preparations and other work related to best practice, improved methodology and standardisation.

- Co-operate closely with other parts of the European External Action Service (EEAS), including ISP and SECDEFPOL, the EU Military Staff (EUMS), the respective Geographical Directorate(s) and other EU actors.
- Liaise with and brief representatives of Member States and contributing third States as appropriate.
- Facilitate coordination and cooperation of penitentiary aspects of civilian CSDP missions with other international organisations, in particular the UN, the OSCE and the African Union at strategic level and by participation in liaison functions, as required.
- Contribute to the political-strategic and operational planning for new civilian CSDP missions as well as revisions of existing missions in the area of competence, is penitentiary, criminal justice and overall SSR matters, and in doing so, ensure consistency with relevant agreed CSDP documents and lessons learned from past and ongoing CSDP engagements.
- Contribute to the drafting of operational planning documents such as the Concept of Operations (CONOPS) and Operational Plan (OPLAN) and Strategic reviews of the civilian CSDP mission(s)
- Contribute to the evaluation of civilian CSDP missions in the field of penitentiary, criminal justice and overall SSR aspects

## **B. Qualifications and Experience**

- Academic degree, preferably a degree at Master's level, in Criminology or equivalent;
- Current experience in working at senior management level in penitentiary and/or criminal justice related matters, and a minimum of five years of such management experience, with broad professional experience, in operational, organisational, managerial and training aspects of the penitentiary field;
- Good knowledge of various types of European penitentiary and probation services and their organisation and competences;
- Substantive practical field experience from international penitentiary reform (e.g. EU, UN, OSCE) and crisis management/peacekeeping operations;
- General knowledge of the Rule of Law sector and specific knowledge of the EU, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP);
- Substantive training experience, both as an instructor and organizer, particularly related to pre-deployment training and other subjects connected to civilian crisis management is desirable;
- A thorough knowledge of one Community language and a satisfactory knowledge of a second language for the performance of his duties are required. In practice, in the interest of the service, the expert must be fully fluent in written and oral English. Good knowledge of written and spoken French is an advantage. Sound report writing skills are especially needed;
- Good computer knowledge, notably in word processing, spreadsheets, presentations software, Internet/Intranet, use of email systems is essential. Knowledge of other IT tools is an asset.

### **C. Requirements/Skills**

- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgement;
- Have strong organisational and managerial skills; ability to work under pressure within short deadlines; and to manage multiple tasks and unexpected demands;
- Excellent negotiating skills in a multinational environment;
- Ability to work professionally as a member of the unit, in task forces and working groups with mixed composition in an interesting but challenging environment with unpredictable working hours and a considerable workload. Willingness to travel frequently and on short notice into mission- and conflict areas is also essential;

### **D. General conditions**

- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen.
- 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;
- Physically fit and in good health without any physical or mental problems.
- National security clearance at EU SECRET level. Such clearance needs to be obtained from the competent authorities before secondment to the EEAS. The validity of the clearance should cover the entire period of the secondment. In the absence thereof, the EEAS reserves the right to refuse the candidate's secondment as a national expert.

**For more information related to the selection, please contact Mr Michael Merker,**

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