

JOB DESCRIPTION FORM cost-free SNE
ISP.1 Division – job no. 303121

I. IDENTIFICATION OF THE JOB

Type of post:	Seconded National Expert
Job title:	Policy Officer – Disarmament, Demobilisation and Reintegration of ex-combatants (DDR)
Entity:	Integrated Approach for Security and Peace Directorate Concepts, Knowledge Management and Programmes Division (ISP.1)
Sensitive post:	Yes
Security clearance:	SECRET EU

II. TASKS

Under the authority of the Head of Division for Concepts, Knowledge Management and Programmes, within the Directorate for the Integrated Approach for Security and Peace (ISPD), and in cooperation with other Directorates concerned within the European External Action Service (EEAS), the expert will coordinate and monitor the development and implementation of EU policies in the area of disarmament, demobilisation and reintegration of ex-combatants (DDR), support the Division's work in other areas, in particular related to security sector reform (SSR) in accordance with the recent EU-wide strategic framework to support SSR, and carry out the tasks outlined below:

- coordinate the development process (drafting and consultation) of the new EU DDR concept (Joint Communication to be endorsed by Council Conclusions),
- provide continuous operational support to on-going and future EU-supported DDR and SSR engagements;
- support the implementation of the EU wide strategic framework to support SSR including assisting in the development of EU-wide SSR strategic approaches at country level, developing joint monitoring and evaluation guidelines, establishing joint risk management methodology and other follow-up activities;
- identify needs for specific technical support (eg. armed groups and security sector assessments, support national structures, support to enhance coordination, stakeholder participation, gender mainstreaming, HR management in security sector) to partner countries;
- assess technical assistance input and output on a need basis;
- provide technical advice to the EU Delegations and/or CSDP missions as well as national/local authorities on DDR and SSR activities, in particular in key areas such as the Sahel;
- provide advice and input on DDR and SSR, including on the definition of strategic objectives;
- facilitate coordination with all relevant EU actors in the field of DDR and SSR at EEAS level and with relevant Commission services, Council bodies, European Parliament, Member States;
- coordinate with international partners in particular United Nations and regional organisations as well as relevant bilateral partner;
- prepare, attend and follow-up meetings of the Council bodies (Foreign Affairs Council, Political and Security Committee, working parties) and draft briefings and position papers;

- procure reports, opinions and / or other relevant documents in advance of meetings.

III. QUALIFICATIONS AND EXPERIENCE REQUIRED

- University diploma law, political science, economy, business administration or any other related issue.
- At least 3 years of experience in areas relevant to Disarmament, Demobilisation and reintegration of ex-combatants (DDR). Experience in areas related to Security Sector Reform would be an asset.
- Knowledge of EU institutions, related decisional processes.
- Experience in EU Delegation, Member State embassy or in a relevant field mission or programme would be an asset.
- Thorough knowledge (capacity to write and speak) in English is required. French is useful to work in HQ and with the European Commission.
- 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.
- Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
- Teamwork, coordination and communication skills.
- Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.
- Dynamic and entrepreneurial. Motivated and flexible personality that is able to work proactively and in teams.
- Must be willing to travel, including difficult environments.
- Important for person to be able to coordinate (ad-hoc) teams (also for projects and missions).
- 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.

