

JOB DESCRIPTION FORM co-financed SNE
ISP.1 Division – job no. 303123

I. IDENTIFICATION OF THE JOB

Type of post:	Seconded National Expert
Job title:	Policy Officer
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 develop existing EU policies in the area of crisis management and security sector reform (SSR) with a special focus on Human Rights, the Rule of law and democratic principles, Protection of Civilians, Gender/Women and Peace and Security (WPS) aspects in particular related to the Common Security and Defence Policy (CSDP) and the wider Common Foreign and Security Policy context and carry out the tasks outlined below:

- Coordinate the development and monitor the implementation of the new EU Due Diligence policy and the related risk management framework for the EU support to non EU security actors.
- 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 and other follow-up activities.
- Prepare the Second Progress Report on mainstreaming human rights and gender into CSDP missions and operations.
- Prepare a concept on Human Security in the Integrated Approach to external conflicts and crisis.
- In crisis regions, such as the Sahel, provide technical advice to EU Delegations, CSDP missions and national/local authorities on SSR, human rights, international humanitarian law, gender/WPS and protection of civilian issues;
- Assist in working on CSDP dialogues with partners and produce contributions on EU/CSDP policy development.
- Work to further develop / make operational the EU/CSDP on Women, Peace and Security, Guidelines on the Protection of Civilians in the CSDP context and other conceptual and horizontal policies within/linked to the CSDP, including relevant Security Sector Reform aspects as well as Human Rights mainstreaming.
- Develop EU training elements/modules on SSR, CSDP dialogues, Human Rights, Gender and Child Protection.
- Act as focal point responsible for promoting and mainstreaming relevant horizontal crisis management and SSR matters in civilian and military CSDP (including missions and operations) on the strategic level.

- Liaise with other EEAS/EU, international organisations and civil society stakeholders on relevant horizontal crisis management matters.
- Organise and chair regular CSDP Gender and Human Rights experts meetings.
- Assist in the representation of the EEAS in high-level meetings with third countries by providing briefings for the High Representative and/or senior officials involved and prepare Commission interventions.
- Participate in inter-service missions with other EEAS and relevant Commission services.
- Act as a speaker/resource person at seminars, conferences and training courses, primarily in Brussels and in Member States.

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 SSR, Human Rights, the Rule of Law, Protection of Civilians, Gender/Women and Peace and Security, aspects.
- Knowledge of EU institutions.
- Experience in EU Delegation, Member State embassy or field mission/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.