

JOB DESCRIPTION FORM SNE  
ISP.3 – job no. 299685

**I. IDENTIFICATION OF THE JOB**

Type of post:	Seconded National Expert
Job title:	Strategic Planner ISP.3 / POLAD to the Operation
Commander of ALTHEA	
Entity:	Integrated Approach for Security and Peace Directorate Division for Integrated Strategic Planning and Stabilisation
Sensitive post:	
Specialised post:	Yes
Security clearance:	SECRET EU & SECRET NATO (for access to SHAPE)

**II. TASKS**

Under the authority of the Head of Section within the Integrated Strategic Planning Division and in cooperation with other Departments concerned within the European External Action Service (EEAS), the expert will plan and monitor European Union CSDP missions 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, strategic reviews, Council Decisions) and to that end, coordinate inputs from other relevant EU interlocutors, and Member States;
- Coordination with CSDP Missions and Operations on strategic aspects;
- Coordination with other international organisations (including NATO and UN) and with the host country;
- Conduct of Strategic Reviews of CSDP Missions and Operations;
- Assist with the preparation for, and taking forward the outcomes of, meetings of the EU Political and Security Committee, Political and Military Group, the Committee of Contributors and the EU Military Committee.
- Lead and conduct or participate in missions to the field (including fact finding missions) and be responsible for preparing respective reports, including documents and reports on Althea's Six Monthly Report and to the UN.
- Ensure internal coordination within the EEAS and other EU institutions;

The selected candidate will be involved in following Operation ALTHEA (EU military Operation in Bosnia and Herzegovina) and also function as the Political Advisor to the Operation Commander of ALTHEA, as part of the OHQ (EU Staff Group in Mons)

- Act as POLAD to Operation Commander.
- Brief the Operation Commander and accompany him to necessary visits to BiH, EUFOR ALTHEA and JFC EUCE Naples.
- Participate in initial and final coordination meetings for ALTHEA's Six Monthly Reports, and ensure coherence and comprehensive approach in reporting.
- Contribute to coherence in the drafting SMR, draft SMR related documents for Operation Commander and HR/VP

- Organise and chair the Committee of Contributors for ALTHEA.
- Follow the discussions on and the outcome of the Military Advice.

In the course of his/her assignment, the selected candidate may be charged with other missions/tasks and duties in the interest of the service.

### III. QUALIFICATIONS AND EXPERIENCE REQUIRED

- o university diploma;
- o minimum ten years' professional experience in the field of crisis management including, ideally, some professional experience in multinational organisations;
- o practical experience of planning at a strategic level;
- o good knowledge of Western Balkans and ideally military operations.
- o some practical experience as a political adviser;
- o thorough knowledge of one EU language and satisfactory knowledge of another one are required; in practical terms, in order to perform required duties, which means an excellent command of written and oral English, in particular good report-writing skills; good knowledge of written and oral French is desirable;
- o good computer skills are essential, notably in word processing, spreadsheets, presentations software, Internet / Intranet and email systems. Knowledge of other IT tools would be an asset.
- o Knowledge of a Western Balkans language would be an asset.

### IV. CONDITIONS/ SKILLS REQUIRED

- o have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement;
- o have good organisational skills, the ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- o have excellent negotiating skills in a multinational environment;
- o 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. A willingness to travel frequently to mission areas is also essential;
- o 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;
- o be physically fit and in good health without any physical or mental problems;
- o national security clearance at SECRET EU and NATO level. Such clearance needs to be obtained from the competent national authorities before secondment to the European External Action Service. 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.