

ANNEX

**Seconded National Expert (cost-free)**  
**at the European External Action Service (EEAS)**  
**of the European Union**  
**Civilian Planning and Conduct Capability (CPCC)**  
**- Policy Officer**  
Job description (job no. 352629)

**A. Tasks**

Under the direct supervision of the Head of Division "Conduct of Operations" through a geographical Head of Sector in the CPCC, the Policy Officer is expected to perform the following tasks:

Strategic/policy analysis and advice:

- Prepare, take part and, as appropriate, represent CPCC in the discussions of the working parties and committees concerned with the above areas, especially the Committee for Civilian Aspects of Crisis Management, the Political and Security Committee, the Coreper and the Council;
- Prepare and contribute to analytical notes, reports, briefing notes, speeches or any other document for the HR/VP, CPCC hierarchy as well as EEAS management and services;
- Draft notes or any other documents relating to the discussions taking place in those areas;
- Follow closely the development of EU policy concerning the Mission area and contribute to policy-making process and decisions as relevant.

Liaison with Member States, EU institutions and other stakeholders:

- Act as a focal point for the mission, maintain contact with the relevant services within the EEAS, including ISP and the Military Staff and relevant EUSR offices, and within the Commission and Council Secretariat, for the purposes of CSDP operations;
- Maintain contact with representatives of Member States and contributing Third States;
- Maintain contact with relevant international stakeholders (such as the UN, NATO, other international organisations and Third States).

Conduct of Operations:

- Oversee day-to-day conduct of the Mission and verify the implementation of the Mission mandate, including by providing political and strategic expertise, maintaining records of all significant operational matters; visiting the Mission on a regular basis;
- Contribute to the formulation of directives and instructions;
- Provide political and operational advice to the relevant enabling and support services (e.g. MSD, FPI, Security Office, Legal service) to ensure appropriate support to the operations of the Mission.

Planning:

- Contribute to the assessment and refocusing of the Mission, as required, by providing operational expertise inter alia through reports, briefing notes and analytical summaries;
- Contribute to the strategic review of the Mission;
- Contribute to the strategic and operational planning of new civilian CSDP operations and, in doing so, ensuring consistency with relevant agreed documents and taking account of lessons learnt from past and ongoing missions;
- Contribute to horizontal discussions related to development of CSDP policy and CSDP tools in general.

Representation:

- Represent CPCC in meetings with internal and external stakeholders and provide information on specific CSDP operations or other CSDP-related topics;
- Contribute to public information activities of the EEAS in the CSDP area;
- Carry out any other task as required.

**B. Qualifications and Experience**

- University degree in political/social sciences or a related area relevant to the post;
- Previous relevant professional experience desirable;
- Knowledge of the EU, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP);
- Excellent level of written and spoken English. Good command of French is an advantage;
- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in a political advisory capacity; experience in dealing with civilian CSDP missions would be 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;
- Have excellent analytical skills;
- Have excellent drafting skills;
- Have excellent interpersonal skills;
- Have ability to work in interdisciplinary and intercultural teams;
- Willingness to travel frequently and on short notice into Mission and conflict areas also essential;
- 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;
- 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.

**D. General conditions**

- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen.

**[For more information related to the selection, please contact Mr Kai Holst ANDERSEN,  
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