

JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	Policy Officer (Defence sector)
<u>Job Location:</u>	EEAS HQ – Brussels
<u>Job Number:</u>	345897
<u>Area of activity:</u>	SECDEFPOL.1 (Security and Defence Policy Division)
<u>Category:</u>	AD
<u>Duration of secondment:</u>	initial 2 years with the possibility of extension up to 4 years

Job Content

Overall purpose

Main tasks and responsibilities would be to:

- Contribute to the work of the Division in the field of security and defence policy with a focus on strategic and horizontal issues.

Functions and Duties:

Under the supervision of the Head of Division and the Director for Security and Defence Policy:

- Prepare and/or contribute to (strategic) policy documents and briefings related to the security and defence policy of the EU, in close cooperation with geographic services and with other institutions, Member States and international organisations.
- Coordinate cross cutting issues within the directorate and on behalf of the Director provide policy and administrative guidance to colleagues in the directorate.
- Seek to ensure coordination, complementarity and synergies with measures under other thematic and geographic instruments as well as with CFSP/CSDP actions.
- Participate and/or represent the Directorate in meetings with stakeholders, including European Union institutions, Member States, third countries, international organisations and civil society at large.

Job Requirements

Education and Training: University diploma

Knowledge and Experience: At least 6 years of experience in foreign affairs or security policy; good analysis, policy making and reporting skills; knowledge of the EU institutions and their decision making procedures; good understanding of EU security policy.

Have security clearance at minimal level SECRET EU¹, or undergo security vetting if s/he does not already hold security clearance at the appropriate level, in accordance with the relevant security provisions.

Skills

<u>Linguistic skills:</u>	Have the capacity to work in the languages of CFSP (EN and FR) and external relations necessary for the performance of the duties. Knowledge of other EU languages would be an asset.
<u>Communication skills:</u>	Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Ability to translate scientific or/and expert level information into policy papers and draft/make oral presentations in a synthetic manner;
<u>Interpersonal skills:</u>	Ability to work on many different tasks at the same time and to coordinate complex issues across many different stakeholders. To maintain the highest standards of personal integrity and impartiality. 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.
<u>Intellectual skills:</u>	Have strong organizational skills, ability to work under pressure within short deadlines and heavy workload and to manage multiple tasks and unexpected demands. Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

Personal Qualities

Dynamic. Motivated and flexible personality. Adapting quickly to new situations and dealing with new challenges.

General conditions

- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen.
- The EEAS applies an equal opportunities policy.

¹ SNE's or other external staff in the area of ESDP/CFSP may require access to EUCI and will in all likelihood require access to the EEAS Class I or Class II facilities. Access to such secure areas requires clearance to at least the level SECRET UE or national equivalent.