

ANNEX

**Seconded National Expert (cost-free)**  
**at the European External Action Service (EEAS)**  
**of the European Union**

**Civilian Planning and Conduct Capability (CPCC)**

**- Mission Support Team Leader –**  
**(job no 362163)**

The Missions Operational Support Division (CPCC.4) is responsible for CIS (including cyber) as well as logistics and procurement at Headquarters level. The Division manages the delivery of equipment to 11 civilian CSDP Missions, ensuring that all the financial and legal rules are adherent to in the procurement and usage of such equipment. In this function, CPCC.4 also liaises with the civilian CSDP Warehouse located in Southern Sweden and managed by the Swedish Civil Contingencies Agency (MSB) as per the on-going contractual arrangements. Furthermore, CPCC.4 assists the civilian Missions in defining and managing their budgets with the relevant stakeholders (EU Member States and Foreign Policy Instruments).

Following an agreement between the Commission, the EEAS and the Council, the Mission Support Platform (MSP) was created within CPCC.4 in 2016. In its conclusions on the MSP the Council stated that "The MSP will be established in coordination between the Commission and the European External Action Service to provide support and bring forward greater efficiencies, flexibility and economies of scale to civilian CSDP missions." It aims to support the Missions and mitigate the difficulties identified during the start-up phase and improve rapid deployment and achieve greater efficiency. MSP earmarked staff within the CPCC.4 Division is made of Contract Agents and Seconded National Experts.

The Mission Support Team Leader reports to the Head of Division CPCC.4.

**A. Tasks**

- Supervise and motivate staff in CPCC.4 two sectors working on logistics implementation and policy;
- Prepare the Mission Support Platform budget in close coordination with FPI services and monitor its implementation;
- Oversee CPCC Mission Support Platform procurement process from an implementation perspective, contributing to design of tender dossiers, advising on specific civilian police force needs in particular, and monitoring, together with programme managers, the implementation of projects and programme;
- Participate in tender evaluation as appropriate;

- Participate in financial circuits as Verifying Agent;
- Chair or participate in selection panels for selection of staff, in particular administrative and mission support positions in CSDP Missions;
- Participate in regular VTCs with CSDP Missions and provide inputs on missions support issues (logistics, procurement);
- Advise the Head of Division on potential CPCC-UN cooperation in terms of logistics and procurement and monitors actions when they occur;
- Carry out field visits in CSDP missions;
- Prepare briefings/speaking points for Head of Division or Deputy Head of Division ahead of internal and external meetings on topics of the remit of the portfolio;

## **B. Qualifications and Experience**

- University degree in International relations/Political/Social Science, Humanistic, Economics, Business Administration, or equivalent;
- At least 10 years of relevant experience in managing and motivating large teams;
- At least 5 years of own managerial experience at senior level;
- At least 5 years experience in public procurement;
- At least 5 years experience in working in a civilian police force in a Member State;
- Financial expertise, including management of EU projects, and awareness of EU Financial Regulation and procurement rules;
- Experience of working with EU/embassy/multilateral mission, government authority, military, or international organisation/NGO;
- Experience of working with gender mainstreaming and inter-cultural management;
- Good knowledge of EU institutions and their decision-making processes, CFSP, CSDP, EU external action and related EU external policies;
- Good knowledge of relevant crisis management mechanisms;
- Excellent level (C1/C2) of written and spoken English. Good command of French is an advantage.

## **C. Requirements and Skills**

- 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;
- Be open to new procedures and IT platforms, and attend necessary trainings to that end;
- 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.

The EU is an equal opportunity employer and strives to achieve gender balance and diversity in its workforce.

[For more information related to the selection, please contact Ms Anne MARCHAL, tel.: +32 2 584 1830, e-mail: Anne.MARCHAL@eeas.europa.eu]