

## EEAS Vacancy Notice

### Seconded National Expert in the Integrated Approach for Security and Peace Directorate (ISPD)

#### Policy Officer – Defence and Military in the European Peace Facility Division, ISP.5

#### CO-FINANCED

#### AD level post

#### Job No 358439 and 358436

#### **We are:**

The European External Action Service (EEAS) supports the High Representative in the exercise of his mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), of representing the EU and of chairing the Foreign Affairs Council. It also supports the High Representative in his capacity as Vice-President of the Commission with regard to his responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

**The European Peace Facility Division (ISP.5)** is a new division within the Integrated Approach for Security and Peace Directorate (ISP), which will ensure the overall management of the European Peace Facility (EPF) – a new EU external action instrument for the financing of CFSP actions of a military and defence nature, which is expected to be established by the Council. The Division will be responsible for the planning/programming, identification and operational management of assistance measures (AM) as well as for the preparation and negotiation of relevant Council decisions. It will also ensure political and operational reporting functions, including on safeguards and risk mitigation. The Division will work closely with relevant EEAS departments, Commission services and the Council.

#### **We propose:**

The positions of **Policy Officers – Assistance Measures** - in ISP.5 division. The posts of “co-financed” Seconded National Experts in the position of Policy Officers – Assistance measures in the European Peace Facility Division, ISP.5. The posts are co-financed by the EEAS (daily and monthly allowances) and by the EU Member State (salary, social security and insurance).

Under the authority of the Head of Division for ISP.5, within the Directorate for the Integrated Approach for Security and Peace (ISPD), and in cooperation with other Directorates within the European External Action Service (EEAS), the policy officers will contribute to the identification and implementation of assistance measures (AM) funded under the European Peace Facility (EPF) and carry out the tasks and sub-tasks outlined below:

- Foster synergies with other actors involved in the field of EU external action;
- Ensure the monitoring and evaluation of ongoing assistance measures in the field, including their impact on local populations, and prepare relevant reporting to the Council and other stakeholders;
- Assess proposals from EU Member States and requests from potential beneficiaries for assistance measures to be funded under the EPF and ensure coordination with other stakeholders;
- Conduct an initial identification process related to proposed assistance measures, including through the participation in field missions in insecure areas;
- Draft Council Decisions and Concept Notes related to proposed assistance measures;
- Identify gaps in military components conducting Peace enforcement operations;

- Attend and represent ISP.5 in meetings of relevant Council working groups.

We are looking for dynamic, proactive and motivated colleagues to contribute to the building-up of the new ISP.5 Division, setting the basis and methods for planning, programming and implementing AM under EPF and building the division's corporate knowledge and working methods. She or he should be able to work in support of other ISP.5 colleagues in particular, EEAS counterparts, the EPF administrator, Commission services and EU Member States counterparts.

For this position, the European External Action Service (EEAS) is seeking dynamic, proactive and highly motivated colleagues with strong analytical and networking skills to occupy the post of Seconded National Experts (SNE).

The candidates should have a good understanding of EU policy-making and decision-making processes, and an understanding of inter-institutional relations as well as have relevant political experience in the proposed areas. The candidates will be working in a friendly and dynamic environment and contribute to the work of CPCC. He/she will have to work in an international and multicultural environment in close synergy with Member States and EU institutions.

### **Legal basis:**

- This vacancy is to be filled in accordance with the EEAS Decision of the High Representative of the Union for Foreign Affairs and Security Policy HR DEC(2014) 01 of 04/02/2014 establishing the rules applicable to National Experts seconded to the European External Action Service.

### **Eligibility criteria:**

Candidates must:

- a) Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;
- b) Have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function groups AD or AST as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the Union or, where justified in the interests of the service, professional training of an equivalent level.<sup>1</sup>;
- c) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties;
- d) Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that he/she will carry out;
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;
- f) Remain subject to the social security legislation applicable to the public administration, international administration or entity which employs the SNE and which will assume responsibility for expenses incurred abroad. In case of posting to an EU Delegation, the employer certifies that the SNE is covered for medical expenses incurred at the place of secondment, as well as costs of repatriation on health grounds throughout the full period of secondment;
- g) Ensure that there is no conflict of interest and that he/she will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

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<sup>1</sup> Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference, see: <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

## **Selection criteria:**

### **Candidates should:**

#### **A. Professional knowledge and experience**

- University diploma law, political science, economy, business administration or any other related field.
- At least four years proven, pertinent professional experience in the field of external relations.
- At least four years of experience in areas relevant to the definition and implementation of support programmes or assistance programmes in the field of security, military and defence matters as a programme manager.
- A proven knowledge in processes related to capacity building of military forces deployed in a peace enforcement environment would be an asset.
- Knowledge of EU CSDP military missions and operations procedures and processes would be an asset.
- Knowledge of EU institutions and functioning of the Union, CFSP/CSDP and broader EU external action including development assistance would be an asset.
- Experience of working with/within CSDP military missions or operations.
- Experience of advising third countries/organizations in military or defense sector.

#### **B. Skills**

- Have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement.
- Have good organisational and coordination 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.
- Strong team spirit coupled with the ability for autonomous work.
- Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.
- Ability to coordinate (ad-hoc) teams (also for projects and missions).
- Good computer skills are essential, notably in word processing, spreadsheets, presentations software and email systems. Knowledge of other IT tools would be an asset.

#### **C. Languages**

- A thorough knowledge (capacity to write and speak) in French and English is required.

#### **D. Personal Qualities**

- Be dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges, including missions in conflict area.
- 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.
- Must be willing to travel, including to difficult environments.

## **Equal opportunities**

- The EEAS is committed to an equal opportunities policy for all its staff and applicants. The EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.
- Candidates with disabilities are invited to contact [SNE-CSDP@eeas.europa.eu](mailto:SNE-CSDP@eeas.europa.eu) in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure in equality of opportunities with other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1d.4 of the Staff Regulations.

## **Conditions of secondment**

SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer. The EEAS will provide for the allowances in order to contribute to cover the SNE's living expenses in the place of secondment on a flat-rate basis. These allowances shall not be construed as remuneration paid by the EEAS.

Duration of the secondment: 2 years, renewable up to 4 years in total.

### **Co-financed SNEs shall be entitled to:**

- daily allowance (~~144.31€~~ **calendar day<sup>2</sup>**) throughout the period of secondment;
- monthly allowance calculated on the basis of the distance between the place of origin (the employer's head office) and the place of secondment (**between 0 to 814.28 €month<sup>3</sup>**);
- reimbursement of travels take up duties/end of secondment on a flat-rate basis (if not paid by the employer).

The EEAS will cover:

- costs of professional travels (missions) incurred by the SNE posted in the EEAS HQ;
- complementary accident insurance 24/7 for SNE (not family members).

Other costs such as removal costs, salary, insurance, schooling (other than the European School fee), etc. shall not be covered by the EEAS.

**Vacancy available from: immediately**

**Place of secondment: Brussels, Belgium**

**For further information, please contact:**

**Administrative questions:** [SNE-CSDP@eeas.europa.eu](mailto:SNE-CSDP@eeas.europa.eu)

**Selection and profile related questions:** Mr Rory DOMM, Head of ISP.5 Division

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<sup>2</sup> Daily allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2020) 60 of 09/12/2020

<sup>3</sup> Monthly allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2020) 60 of 09/12/2020