

EEAS Vacancy Notice

Seconded National Expert in the Civilian Planning and Conduct Capability (CPCC)

Policy Officer - Operational Planner in the “Chief of Staff/Horizontal Coordination” Division, CPCC.2

CO-FINANCED

AD level post

Job No 314799

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 Civilian Planning and Conduct Capability (CPCC) is the permanent structure supporting the Civilian Operations Commander. The Civilian Operations Commander is the overall commander at the strategic level of currently 11 civilian CSDP crisis management missions and provides strategic guidance and direction to the Heads of Mission. The Civilian Operations Commander reports directly to the High Representative for Foreign Affairs and Security Policy and through him to the Council of the EU. Under the political control and strategic direction of the Political and Security Committee and the overall authority of the High Representative, the Civilian Operations Commander ensures the effective planning and conduct of civilian CSDP crisis management operations, as well as the proper implementation of all mission-related tasks as well as the discharge of the duty of care.

We propose:

The post of a “co-financed” Seconded National Expert post of Policy Officer-Operational Planner in the “Chief of Staff/Horizontal Coordination” Division, CPCC.2. The post is co-financed by the EEAS (daily and monthly allowances) and by the EU MS (salary, social security and insurance).

The successful candidate will join the Operational Planning Section of the aforementioned division. The section supports i.e. the operational planning and review of civilian CSDP missions, including the development and revision of key planning documents such as Operational Plan (OPLAN) and Concept of Operations (CONOPS) and related human resources and financial processes.

Functions and Duties:

Under the authority of the Head of the Division, the Seconded National Expert/Operational Planner is expected to perform the following tasks:

- Contribute to advance planning as well as to all steps in operational planning for civilian CSDP missions (notably CONOPS and OPLAN development) as well as input to mission reviews and evaluations
- Contribute to developing and maintaining related methodology and best practice;
- Help prepare and take part in discussions of Council working parties and committees concerned with the above areas, especially the Committee for Civilian Aspects of Crisis Management, the Political and Security Committee, Relex Counsellors, Coreper and Council, including through drafting notes or any other documents relating to the discussions;
- Contribute to the identification and selection of mission personnel;

- Contribute to the development and delivery of training in the field of operational planning;
- Maintain close contact with relevant services within the EEAS, including the services of the DSG for CSDP, Crisis Management Planning Department, EU Military Staff, IntCen, OpCen, relevant geographic and thematic MDs and EUSR offices as well as with the Commission and Member States services for the purpose of the assigned tasks;
- Maintain contact with the UN, African Union, Arab League, the OSCE, the CoE, other international organisations and third countries, for the purpose of the assigned tasks;
- Contribute to lessons learned process, crisis management exercises and other work related to best practice, improved methodology/standardisation as directed by the Head of Section;
- Contribute to lessons learned processes and take part in exercise within the field of operational planning as directed;
- Provide briefing notes, reports, assessments, analysis, draft policy decisions/suggestions in the area of competence especially on planning of civilian CSDP missions, overall planning methodology and process.

We are looking for:

The European External Action Service (EEAS) is seeking a dynamic, proactive and highly motivated colleague with strong analytical and networking skills to occupy the post of Seconded National Expert (SNE). The candidate 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 experience in the areas of responsibility. 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 Union¹ or, where justified in the interests of the service, professional training of an equivalent level;
- 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;

¹ 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>

- 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.

Selection criteria:

Candidates should:

A. Qualifications and experience required:

- Have a University degree that is relevant for the post, preferably in the fields of security policy, police and criminal justice cooperation, or equivalent professional education;
- Have proven well recorded experience in law enforcement and/or criminal justice related responsibilities, ideally also from international assignments;
- Training and Experience in operational planning at the strategic level (civilian and/or military) would be an asset;
- Have a good understanding of the role of the EEAS as a diplomatic actor as well as a good understanding of the main objectives and principles of the EU's Common Foreign and Security Policy (CFSP)
- Have a good understanding of EU Common Security and Defence Policy (CSDP) decision making processes;
- A past experience within an EU CSDP mission would be an asset;
- Have a solid understanding of operational planning principles, ideally obtained through attendance of a strategic planning course;
- Previous experience in EU project management (external actions including development) and EU Justice and Home affairs policy and cooperation (including work of relevant agencies – Europol, Frontex, CEPOL and Eurojust) would be an asset.

B. Skills required:

- Have strong organisational and managerial skills, sense of initiative and ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Have excellent interpersonal skills;
- Have ability to work and communicate in interdisciplinary and intercultural teams;
- Have excellent analytical capability as well as excellent drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgement;
- Be prepared to travel on mission to current or potential crisis areas and to do so at short notice;
- Have the ability 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;

C. Languages:

- The successful candidate should be able to work in at least one of the official CSDP languages fluently (EN or FR) and have as a minimum basic knowledge of the second official working language.

D. Personal qualities:

- Be a motivated and flexible team player;
- Have the ability to adapt quickly to new situations and deal with new challenges;
- Have the ability to maintain the highest standards of personal integrity, impartiality and self-discipline.

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 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: Initial period up to two years, renewable up to 4 years in total.

Co-financed SNEs shall be entitled to:

- daily allowance (**144.31€ calendar day²**) 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 €month³**);
- 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.

Place of secondment: Brussels, Belgium

For further information, please contact:

Administrative questions: SNE-CSDP@eeas.europa.eu

Selection and profile related questions: Ms Birgit Loeser, +32 2 584 7808;

birgit.loeser@eeas.europa.eu

² 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

³ 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