

**JOB DESCRIPTION FORM co-financed SNE**  
ISP.5 Division – job no. 358440

**I. IDENTIFICATION OF THE JOB**

Type of post:	Seconded National Expert
Job title:	Policy Officer - Safeguards
Entity:	European Peace Facility, ISP.5
 Sensitive post:	 Yes
Security clearance:	SECRET EU

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 officer will contribute to the implementation of the methodological framework for assessing and identifying the required measures and controls for assistance measures under the European Peace Facility (EPF) and carry out in collaboration with the other team members the tasks and sub-tasks outlined below:

- Contribute to the development of proposal for EPF assistance measures (AM) by:
  - Identifying and assessing potential risks and benefits associated with the provision of equipment to military and defence actors;
  - Analysing the compliance with export control criteria and respect for international law and international guidelines and policies, including as regards human right laws and international humanitarian law;
  - Appraising the context of the beneficiary country;
  - Identifying the appropriate mitigating measures;
  - Proposing the appropriated conditions for a given AM and the related commitments needed from the beneficiary;
  - Preparing the arrangements between the High Representative and the beneficiary.
- Organising and conducting monitoring of the use and the post-delivery control of the equipment provided through the EPF;
- 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;
- Manage and record the data and agreements related to the provision of equipment;
- Contribute to the reporting on EPF activities and on the lessons learned process, and to the preparation of the report to be included into the EU annual report on arms export;
- Conduct initial identification process related to proposed assistance measures, or the monitoring and control measures including through the participation in field missions in insecure areas and / or on site verifications;
- Liaise with other EEAS departments, EU services and EU MS entities, and National export licence authorities, or other possible partners to EPF AM;
- Maintain expertise on arms export control and on related international law and other

instruments;

- Dialogue with civil society and humanitarian organisations;
- Attend and represent ISP.5 in meetings of relevant Council working groups;
- Participate to the communication on the EPF, in particular towards NGOs and civil society.

### **III. QUALIFICATIONS AND EXPERIENCE REQUIRED**

- University diploma law, political science, economy, business administration or any other related field, national War college diploma or equivalent.
- 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 provision of equipment to foreign military actors.
- A proven knowledge in arms export control and of diplomatic relations.
- Knowledge of foreign military capacity building and of EU CSDP military missions and operations procedures and processes would be an asset.
- Have the capacity to work in languages of the CFSP and external relations necessary for the performance of their duties.
- Knowledge of EU institutions and functioning of the Union, CFSP/CSDP and broader EU external action including development assistance would be an asset.
- Good computer skills are essential, notably in word processing, spreadsheets, presentations software and email systems. Knowledge of other IT tools would be an asset.

### **IV. CONDITIONS/ SKILLS REQUIRED**

- Experience of advising third countries/organizations in military or defence sector.
- 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.
- Dynamic and entrepreneurial. Motivated and flexible personality that is able to work proactively and in teams.
- Must be willing to travel, including to difficult locations.
- Ability to coordinate (ad-hoc) teams (also for projects and missions).
- 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.
- National security clearance at SECRET UE level. Such clearance needs to be obtained from the competent authorities before secondment to the EEAS. It must be valid for the entire period of secondment. In its absence, the EEAS reserves the right to refuse the secondment as a national expert.

### **V. GENERAL CONDITIONS**

National experts must be nationals of one of the Member States of the European Union and enjoy full rights as citizens.

The EEAS applies an equal opportunities policy.