

JOB DESCRIPTION - SNE
SECDEFPOL.2 (job no 300581)

I. IDENTIFICATION OF THE JOB

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| Type of post: | Seconded National Expert (cost free) |
| Job title: | Policy Officer |
| Entity: | Security and Defence Policy Directorate Partnerships & Agreements (SECDEFPOL.2) |
| Sensitive post: | |
| Specialised post: | Yes |
| Security clearance: | SECRET EU |

II. TASKS

Under the direction of the Head of Division, the main tasks of the selected candidate will be:

- to ensure coordination within the EEAS Security and Defence structures, EEAS geographic and thematic services, the Commission and EU Delegations, on policy and institutional aspects linked to the development and implementation of EU Security and Defence Partnerships;
- to contribute to the development, coordination and implementation of EU security and defence relations with NATO, provide analysis and policy proposals on political-military/security/defence aspects of EU-NATO relations, ensure effective coordination on the implementation of the common set of actions, develop and maintain good relations with representatives of NATO, and participate in high level meetings with NATO;
- to contribute to the development, coordination and implementation of EU security and defence policy relations with relevant third state partners, including US, Canada, Turkey, Norway, Australia, New Zealand; maintain and deepen relations with representatives of those countries; organise, participate in and report on dedicated security and defence dialogues, consultations and negotiations;
- to draft and contribute to briefings, speeches, notes and reflection papers in the areas of responsibility;
- to contribute to outreach activities on EU security and defence policy, organise and contribute as speaker in public diplomacy events such as seminars, conferences and trainings;
- where relevant, to assist in negotiations of CSDP Participation Agreements in the geographical area of competence and support the negotiation of Partnership priorities in the field of security and defence; as well as to coordinate the procedures relating to possible third country contributions to CSDP missions and operations
- to contribute to other tasks within the division as required.

III. QUALIFICATIONS AND EXPERIENCE REQUIRED

- university degree;
- documented experience of working on EU CFSP and CSDP related issues, in an EU institutional or national/MS context;
- thorough knowledge of one EU language and satisfactory knowledge of another; in practical terms and in order to perform required duties, excellent command of written and oral English, good knowledge of written and oral French is desirable.
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IV. CONDITIONS/ SKILLS REQUIRED

- good knowledge and understanding of the institutional arrangements and practices of CFSP and CSDP structures and notably the role of the EEAS in this context;
- sound knowledge of external relations as well as the functioning of the EU, and a good understanding of the activities of the EEAS;
- good knowledge and understanding of relevant horizontal/cross-cutting aspects related to EU/CSDP civilian crisis management and military crisis management;
- have an excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- have an excellent capacity to create constructive working relations with national authorities, international organisations and Member States;
- have knowledge and/or proven experience in matters concerning EU security and defence policy relations with Third countries and/or international organisations
- have good organisational and managerial skills, the ability to work under pressure and with tight deadlines;
- be a team player, have the ability to work professionally as a member of the Division, in mixed composition task forces and working groups, in an interesting but challenging environment;
- strong communication, analytical, drafting and negotiation skills, combined with sound judgement;
- 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 EU level. Such clearance needs to be obtained from the competent authorities before secondment to the European External Action Service. 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.

Furthermore:

- experience of working in an Embassy, a Delegation (or equivalent in an international organisation);
- experience of politico-military affairs, particularly with regard to NATO
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience of negotiations,

would be considered strong assets.

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.