

EEAS Vacancy Notice

Seconded National Expert in the Security and Defence Policy Directorate (SECDEFPOL)

Policy officer – EU-NATO Security and defence relations/SECDEFPOL.2

COST-FREE

AD level post

Job No 3030581

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.

We propose:

The post of a “cost-free” Seconded National Expert on the position of Policy officer – EU-NATO Security and defence relations in SECDEFPOL.2.

The successful candidate will work as part of a small team within the Division to contribute to the coordination of EU-NATO relations and of the bilateral relationships on security and defence with relevant third state partners, notably USA, Canada, Norway, Turkey. The successful candidate will do so through i.a. policy and concept development, analysis, context-specific technical advice, and knowledge management, working closely with Member States, EEAS geographical and relevant thematic services, EU Delegations, EUSR's, Special Envoys, CSDP structures, Commission services and international partners. Under the authority of the Head of the Security and Defence Policy Division, her/his main tasks will include:

Functions and Duties:

- 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;
- 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;
- Contribute to the development, coordination and implementation of EU security and defence policy relations with relevant third state partners, including USA, Canada, Turkey, Norway; maintain and deepen relations with representatives of those countries; organise, participate in and report on dedicated security and defence dialogues, consultations and negotiations;
- Draft and contribute to briefings, speeches, notes and reflection papers in the areas of responsibility;

- 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;
- Contribute to other tasks within the division as required.

We are looking for:

We are looking for a dynamic, proactive and motivated candidate with strong analytical and networking skills who has a good understanding of the EU policy making processes and decision-making procedures, as well as understanding of inter-institutional relations, with particular experience of the pol-mil environment and knowledge of EU-NATO relations;

The national expert will be working in a friendly and dynamic environment and contribute to the overall coordination of EU-NATO relations as well as bilateral relations with relevant third countries.

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.²;
- 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

¹ Regulation (EEC, Euratom, ECSC) No 259/68 of the Council of 29 February 1968 (OJ L 56, 4.3.1968, p.1) and successive amendments.

² 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>

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.

Selection criteria:

A. 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;
- experience of working in an Embassy, a Delegation (or equivalent in an international organisation);

Furthermore

- 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.

B. 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 knowledge and/or proven experience in matters concerning EU security and defence policy relations with Third countries and/or international organisations;

C. Languages

- thorough knowledge of one EU working language and satisfactory knowledge of another one are required; in practical terms, in order to perform required duties, that means an excellent command of written and spoken English, in particular good report-writing skills; good knowledge of written and spoken French is desirable;

D. Personal Qualities

- 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 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;

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

Cost-free SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer.

Duration of the secondment: Initial period up to two years, renewable up to four years.

The EEAS will cover:

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

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

Vacancy available from: 01/09/2021

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: Ms Alison Weston, Head of Division, +32 2 584 5178;
alison.weston@eeas.europa.eu
