

EEAS Vacancy Notice

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

Human Resources Expert in the Missions Personnel Division, CPCC.3

CO-FINANCED

AD level post

Job No 319667

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 part of the EEAS and mandated to plan and conduct civilian Common Security and Defence Policy (CSDP) missions under the political control and strategic direction of the Political and Security Committee. The Director of the CPCC in his function as Civilian Operations Commander exercises command and control at the strategic level of all civilian CSDP missions. The Missions Personnel Division of the CPCC is responsible for Human Resources, providing guidance, covering recruitment and horizontal HR policy and support to the civilian CSDP Missions on behalf of the Civilian Operation Commander. The Division is comprised of two sections: SEC.1 Missions Staffing Policy and SEC.2 Missions Personnel Selection.

We propose:

The post of a Seconded National Expert/Human Resources Expert in the Missions Personnel Division, CPCC.3. 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 Missions Staffing Policy Section of the aforementioned division. The section is mainly responsible for the review and development of policies and rules pertaining to staff in the civilian CSDP Missions.

Functions and Duties:

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

- Contribute to the development of specific requirements, job descriptions and vacancy announcements for civilian CSDP Missions, as well as standard contracts of employment, terms of reference and conditions of employment for international civilian staff;
- Participate in civilian CSDP Missions' staff selection procedures;
- Follow-up projects related to the EEAS web sites, in particular concerning job advertisements and information on recruitment formalities;

- Responsible for data collection, organisation and analysis of HR statistics. Carry out analysis of figures and data on mission personnel, obtained from the establishing reporting system;
- Manage databases/excel files/lists of civilian CSDP Missions personnel;
- Deal with the force generation and management of personnel for the civilian CSDP Missions, by supporting the selection and recruitment and facilitate deployment activities with the Contributing Countries/member States;
- Support the civilian CSDP Missions in the field of human resources;
- Contribute to the development of policies on civilian CSDP Missions' job staff appraisal reports, promotion exercise, training plans, mission planning and other personnel administration processes;
- Develop principles and guidelines related to force generation, to the definition of staff regulations as well as to provide advice on Standard Operating Procedures (SOPs)
- Assist and provide advice, as required, on human resources matters related to civilian CSDP Missions;
- Contribute to relevant Council Working Groups in the discussions concerning EU civilian CSDP Missions' administrative organization and representing the Mission/CPCC there, when required;
- Participate in inter-institutional thematic working groups, and contribute to briefings on CSDP related issues;
- Contribute to CPCC briefings;
- Contribute to setting up and delivering trainings to CSDP Mission staff, CPCC staff and Member states representatives;
- Liaise with the European Commission on human resources issues related to civilian CSDP Missions;
- Attend internal and external meetings and short-term missions, participate in planning and execution of civilian CSDP missions;
- Act as a Point of Contact for civilian CSDP Missions;
- Undertake other tasks as directed by the Head of Division.

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.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 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 she/he will, at all times, support the objectives and 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 Human resources, Law, Business Administration;
- Equivalent military/police education in the aforementioned fields can be considered as appropriate;
- Have minimum of three years of broad professional experience in legal, administrative and operational aspects of Human Resources;
- 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;
- Skills in word processing, spreadsheets and presentation software. Knowledge of database software is necessary.

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>

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:

- Fully fluent in written and spoken English. Knowledge of French would be a strong asset.

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 (**147.05 €/calendar day³**) 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 829.75 €/month⁴**);
- 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;
- 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: Immediate

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: Mr Cosmin DOBRAN, +32 2 584 2889;
cosmin.dobran@eeas.europa.eu

³ 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(2021) 276 of 21/12/2021

⁴ 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(2021) 276 of 21/12/2021