

EEAS Vacancy Notice

Seconded National Expert in the Integrated Approach to Security and Peace Directorate (ISPD)

Policy Officer - Integrated Approach: Methodology and Implementation -

ISP.1.SEC1

CO-FINANCED

AD level post

Job No: 392131

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 "Integrated Approach: Methodology and Implementation" Division (ISP.1) is a Division of 18 staff. It is responsible for the effective coordination of the EU response throughout the conflict cycle by working with relevant geographic and thematic services, incl. outside the EEAS, in developing a shared EU strategy and integrated approach in dealing with crises. The division also has the lead in implementing the EU policy on Training for CSDP and is the service of contact with the European Security and Defence College.

ISP.1 is structured along two sectors:

- Sector 1 on Methodology provides methodological tools and practical support to EU actors in key areas such as SSR, DDR, stabilisation, human security, climate change, transitional justice and other crosscutting issues and develops the necessary policy concepts. This sector also promotes knowledge management and organisational learning in the area of Conflict Prevention and Crisis Response (CPCR) by, for example, facilitating lessons processes, and disseminating best practices.
- Sector 2 on Implementation ensures coordination during the active phase of crises through the activation of the Crisis Response Mechanism, and is the leading service on training and exercises under CFSP, which includes the EEAS planning and conduct of PACE exercises and its coordination with NATO staff on behalf of the EU. This sector also coordinates the EEAS strategic guidance on financial crisis response instruments (i.e. Neighbourhood, Development and International Cooperation Instrument - NDICI), organises the Regional Integrated Approach Clusters (RIAC) meetings, contributes to the Humanitarian, Development and Peace nexus and steers the implementation of the resulting integrated plans of action.

We propose:

The position of Policy Officer/Seconded National Expert - Integrated Approach: Methodology and Implementation Division in ISP.1 division Sector 1

Functions and Duties:

The successful candidate will contribute to an EU integrated approach to crises and conflicts that fosters human security, is conflict and human rights sensitive, and strengthens the resilience of states and societies, through i.a. policy and concept development, analysis, context-specific technical advice, and knowledge management.

The successful candidate will be working within the Sector in charge of the methodology of the Integrated Approach and thus contribute to the policy framework for crisis response. To this aim, s/he will work closely with other departments within the MD CSDP-CR structures, EEAS geographical and relevant horizontal teams, EU Delegations, EUSR's, Special Envoys, Commission services, international partners and organisations.

The specific areas of responsibility for this position are development and implementation of EU policy approach to cultural heritage in conflicts and crises as well as contributing to other thematic work strands of the sector. The successful candidate, depending on her/his profile, will be involved in other work strands of the Division.

The main responsibilities of the post are as follows:

Working within Sector 1, under the direction of the Head of Division and Deputy Head of Division, the successful candidate will:

- Contribute to develop EU approach to conflicts and crises, notably for cultural heritage, including coordination with other services.
- Monitor the proper implementation and / or application of EU policies in this area as well as report on the development and implementation of EU policies in areas covered by the division.
- Draft reports, briefings, policy, methodological, programming and project documents.
- Establish and maintain regular contacts and exchanges in areas covered by the division with other EU services, including delegations, Member States, third countries, international organisations, international and national NGOs, research institutions and the academic community at large.
- Prepare, attend and follow-up meetings of the Council bodies (Political and Security Committee, working parties) and draft briefings and position papers for the division.
- Procure reports, opinions and / or other relevant documents in advance of meetings.
- Co-ordinate activities with geographic and thematic divisions, operational units within the EEAS, as well as with other institutions and delegations.
- Contribute actively to inter-service consultations.
- Liaise with relevant stakeholders within the EU as well as internationally, such as UN, AU, NATO, OSCE, ICRC etc.
- Represent the EEAS and the EU in meetings and other activities organized and conducted by such international organisations, Member States, and other entities as needed, and contribute to the relations with these entities in these areas.
- Provide training pertaining to EU approach to cultural heritage in conflicts and crises.
- Undertake other assigned tasks in the fields of thematic expertise relevant for the Integrated Approach as well as crisis response.

We are looking for:

We are looking for an energetic, proactive and motivated policy officer to join a friendly and dynamic team. S/he should demonstrate an active interest in the Integrated Approach for crisis management in fragile and conflict-affected areas and be capable of developing expertise in particular as regards EU approach to cultural heritage in conflicts and crises. Our new colleague should have the ability to engage in discussions / negotiations with different partners, as s/he will also cooperate with several stakeholders from the EU institutions, Member States and international organisations.

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 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 diploma;
- three years' relevant professional experience and ideally professional experience in multinational organisations;
- have experience and knowledge of CFSP and CSDP;
- relevant knowledge and/or experience of crisis management from Headquarters and/or possibly from the field;
- have knowledge of and/or proven experience in the area cultural diplomacy and/or protection of cultural heritage, in particular in conflicts and crises.

B. Skills required

- have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement;
- have good organisational skills, the ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;

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>

- have excellent drafting and communication skills;
- have excellent negotiating skills in a multinational environment;
- 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;
- good computer skills are essential, notably in word processing, spreadsheets, presentations software, Internet / Intranet and email systems. Knowledge of other IT tools would be an asset.
- national security clearance at SECRET UE 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.

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

- 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;
- possess dynamic motivated and flexible personality Be able to adapt quickly to new situations and deal with new challenges, including missions in conflict area.

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 (to be adapted if 1 year)

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: 1 April 2022

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: Brice de Schietere, Head of Division, +32 2 584 4266 or (cell) +32 460 84 4266 ; brice.de-schietere@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