

EEAS Vacancy Notice

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

Penitentiary Expert in the Chief of Staff/Horizontal Coordination Division, CPCC.2

COST-FREE

AD level post

Job No. 298813

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 the permanent structure supporting the Civilian Operations Commander. The Civilian Operations Commander is the overall commander at the strategic level of currently 11 civilian CSDP crisis management missions and provides strategic guidance and direction to the Heads of Mission. The Civilian Operations Commander reports directly to the High Representative for Foreign Affairs and Security Policy and through him to the Council of the EU. Under the political control and strategic direction of the Political and Security Committee and the overall authority of the High Representative, the Civilian Operations Commander ensures the effective planning and conduct of civilian CSDP crisis management operations, as well as the proper implementation of all mission-related tasks as well as the discharge of the duty of care.

We propose:

The post of a "cost-free" Seconded National Expert (SNE) for the position of Penitentiary Expert in the Chief of Staff/Horizontal Coordination division, CPCC.2. The successful candidate will join the Operational Planning and Horizontal Issues Section of the aforementioned division.

Functions and Duties:

Under the supervision of the Deputy Head of the Division, the Penitentiary Expert is expected to perform the following tasks:

- Contribute to the drafting of operational planning documents such as the Concept of Operations (CONOPS), Operational Plans (OPLAN) and Strategic reviews of the civilian CSDP mission(s) and to provide advice on Penitentiary/Rule of Law/SSR aspects;
- Contribute from a Penitentiary/Rule of Law/SSR perspective to the development of concepts, operational guidelines and recommendations for improved operational planning, conduct, management and support of Civilian CSDP missions;
- Participate as appropriate in assessments and/or fact-finding missions and to contribute to strategic reviews of civilian CSDP missions from a Penitentiary/Rule of Law/SSR perspective;
- Cooperate with external partners involved in crisis management and Penitentiary/Rule of Law/SSR area (e.g. UN, OSCE, NATO, AU, academic institutions and CSOs);
- Act as the CPCC focal point on Penitentiary coordinating the network of penitentiary experts in

- civilian CSDP missions;
- Jointly with other CPCC rule of law experts act as a focal point on Rule of Law/SSR aspects and to coordinate the network of Rule of Law/SSR experts in civilian CSDP missions, including the organisation of their annual meeting;
 - Contribute to civilian capability development and to provide presentations and trainings on Penitentiary/Rule of Law/SSR;
 - Contribute to lessons learned processes, exercise preparations and other work related to best practice, improved methodology and standardisation;
 - Maintain close contact with other relevant services within the European External Action Service (EEAS), the European Commission, the Council, Member States and other EU actors for the purposes of the assigned tasks;
 - Contribute to the selection of CSDP mission personnel;
 - Undertake any other tasks assigned by line management.

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 Penitentiary 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;

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>

- 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:

Candidates should:

A. Qualifications and experience required:

- A University degree, preferably a degree at Master's level, in Criminology or equivalent;
- Current experience in working at senior management level in the field of penitentiary, and a minimum of five years of such management experience, with broad professional experience, in strategic, operational, organisational, managerial and training aspects of the penitentiary field. Experience of working with other criminal justice matters is an advantage;
- Good knowledge of various types of European penitentiary and probation services and their organisation and competences;
- Substantive practical field experience from international penitentiary reform (e.g. EU, UN, OSCE) and crisis management/peacekeeping operations;
- Training experience, both as an instructor and organizer, particularly related to pre-deployment training and other subjects connected to civilian crisis management is desirable;
- Knowledge of the Common Foreign and Security Policy (CFSP), and in particular the Common Security and Defence Policy (CSDP);

B. Skills required:

- Have excellent interpersonal and communication skills;
- Have ability to work and communicate in interdisciplinary and intercultural teams;
- Have excellent analytical capability as well as excellent drafting, reporting and presentation skills;
- Strong organisational and negotiation skills in a multinational environment, as well as communication, drafting, analytical and presentation skills;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgement;
- Sense of initiative and ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Be prepared to travel on mission to current or potential crisis areas and to do so at short notice;

C. Languages:

- The successful candidate should be able to work in at least one of the official CSDP languages fluently (EN or FR) and have a good knowledge of the second official working language. In

practice, in the interest of the service, the expert must be fully fluent in written and oral English. Good command of French is a strong advantage.

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

The SNE 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 4 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, salary, insurance, schooling (other than the European School fee), etc. shall not be covered by the EEAS.

Vacancy available from: 01/09/2022

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: Ms Mihaela MATEI, +32 2 584 5843;
mihaela.matei@eeas.europa.eu or cpcc.administration@eeas.europa.eu
