

EEAS Vacancy Notice

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

Gender Expert

COST-FREE

AD level post

Job No. 301526

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) of Gender Expert in CPCC.

Functions and Duties:

Under the authority of the Head of the Division, the Gender Expert is expected to perform the following tasks:

- Act as the CPCC focal point for gender equality, gender mainstreaming and Women Peace and Security (WPS) related dimensions;
- Support the operational conduct of crisis management missions and, to that end, provide advice on the integration of a gender perspective and the implementation of Women, Peace and Security commitments in the context of civilian CSDP;
- Contribute from a gender perspective to the development of concepts and recommendations for improved planning, conduct, management and support of CSDP crisis management missions;
- Support the development of a systematic gender analysis of all aspects of the implementation of the Missions' mandates, including policy development, monitoring, execution and reporting, data collection and staffing; to this end, the adviser is expected to work closely with CPCC.1 (Conduct of Operations division) and CPCC.3 (Missions Personnel division) .
- Work to further develop/make operational EU/CSDP policy on Women, Peace and Security, in particular on monitoring the implementation of the CPCC instructions and guidelines on gender

mainstreaming applicable to all Missions;

Contribute to the planning of civilian crisis management missions, by providing the necessary expertise on the principles of the WPS framework and on gender related matters, based on the relevant comprehensive EU concepts; and as appropriate participate in assessment and/or fact-finding missions;

Coordinate the informal network with the Gender Advisers in the civilian CSDP Missions.

- Maintain close contacts with other relevant services within the EEAS - in particular the Integrated Approach to Security and Peace Directorate, the EU Military Staff, the Military Planning and Conduct Capability as well as the office of the –EEAS Adviser on Gender & Diversity. Coordination with focal points within the European Commission, the Council of the EU, Member States and other EU actors for the purposes of assigned tasks may be required;
Cooperate with external partners involved in crisis management (e.g. UN, OSCE, NATO, European Centre for civilian crisis management and CSOs);
- Advise on the development and content of strategic communications with regards to gender dimensions; In coordination with the Member States, the European Security and Defence College and other actors, contribute to the training policy development in the area of gender;
- Provide briefings and training on gender mainstreaming and WPS as required;
- Contribute to the identification and reports on lessons identified/learned and best practices within the field of gender;
- Perform any other related task as requested by the Line Manager(s).

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 expertise and experience in the areas of responsibility. He or 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;

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>

- 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:

Candidates should:

A. Qualifications and experience required:

- Completed university studies of at least 3 years, in the field of gender studies, international relations, international public law, or other field that is relevant to the post;
- Proven knowledge of EU gender policies, the UNSCRs on Women, Peace and Security, as well as gender mainstreaming approaches, and a minimum of 8 years of experience relevant to the Post;
- Documented experience of working on EU CFSP and CSDP related issues, in an EU institutional or national/MS context;
- 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;
- Good computer skills are essential, notably word processing, spreadsheets, presentation software, internet/intranet and email systems. Knowledge of other IT tools would be an asset;
- A past experience within an EU CSDP mission would be an asset.

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:

- Excellent level of written and spoken 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

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: 16 August 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
