

EEAS Vacancy Notice

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

Policy Officer – Early Warning and Conflict Prevention (ISP2.SEC1)

COST-FREE

AD level post

Job No 317051

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 for Security and Peace Directorate**" (ISPD) is responsible for coordinating and managing the EEAS overall contribution to the integrated approach as identified by the EU Global Strategy combining security, development and diplomatic actions in support of a common set of agreed objectives. In this framework and in cooperation with geographic and thematic EEAS services as well as other EU institutions, ISPD ensures effective coordination of the EU response throughout the entire conflict cycle, from early warning and horizon scanning to political-strategic planning for crisis management and stabilisation. ISPD ensures that the EU response is conflict sensitive and is based on a proper analysis with a focus on delivering stabilisation and peace.

Within ISPD, the ISP.2 Division on "**Conflict Prevention and Mediation Support**" is responsible for ensuring a coordinated approach to conflict prevention, peacebuilding and mediation. In close cooperation with other geographic and thematic services, ISP.2 is responsible for: i) Identifying countries at risk of instability and/or violent conflict through the EU conflict Early Warning System, Horizon Scanning and other means; ii) ensuring systematic joint conflict analyses of countries at risk of/facing conflict or instability and where the EU has ongoing/planned significant engagement; iii) advising on conflict sensitivity of EU responses in fragile contexts; iv) promoting mediation, dialogue and prevention activities to support the EU's efforts to preserve peace at any stage of the conflict cycle; and v) policy development in the areas identified above. ISP.2 is composed of two teams: Conflict Prevention and Mediation Support.

As an EEAS centre of expertise on conflict prevention, peacebuilding and mediation, ISP.2 advises EEAS HQ and EU Delegations on policy, programming, training, technical support and operational issues. The Division promotes adequate attention to climate change, Responsibility to Protect, Youth, Peace and Security (YPS), Women, Peace and Security (WPS) as well as broader aspects relating to gender and conflict. Throughout its work, ISP.2 engages closely with the Commission, the EU Member States and key partners in order to promote an integrated 'whole-of-EU' approach.

We propose:

The Policy Officer will join the **Conflict Prevention team**, which is responsible for the management of the EU conflict Early Warning System and Horizon Scanning, carrying out conflict analysis and providing advice on conflict sensitivity. This team provides high-level analytical work as well as practical advice to colleagues within the EEAS and the Commission on countries in conflict and crisis. As a member of the team, the Policy Officer will be designing and facilitating various types of conflict analyses and supporting

geographic departments and EU Delegations with strategic and operational advice on early warning and conflict prevention.

The Policy Officer will work in close coordination with EEAS geographic and horizontal services, as well as in collaboration with regional, international and multilateral organisations, key bilateral partners, research centres, think tanks and civil society.

Under the functional authority of the Head of Division, the Policy Officer will perform the following main functions and duties:

- contribute to the further development and implementation of the policy framework for early warning and conflict prevention;
- provide advice to various actors within the EU (delegations, geodesks, Member States) on matters related to conflict prevention and analysis;
- contribute to the identification of the EU's conflict prevention priority countries and the implementation of the EU conflict Early Warning System; including EEAS and inter-service consultation and coordination;
- planning and implementation of in-country missions, analytical workshops, monitoring and follow-up of early preventive action;
- promote the use of quantitative data in ISP.2 tools and act as focal point for the collaboration on conflict risk data with the Joint Research Center;
- coordinate conflict analyses and ensure adequate follow-up;
- participate in inter-service meetings, panel discussions, conferences, workshops etc;
- involve EU Member States on these topics through formal meetings and informal contacts;
- provide briefings for EEAS hierarchy in the field of early warning and conflict prevention;
- deliver training and wider capacity-building on conflict prevention issues.

We are looking for:

- dynamic professional, passionate about early warning, conflict prevention and quantitative data.
- good team player with excellent inter-personal and communication skills and a flexible attitude with regard to quickly changing agenda and travel.
- self-motivated person interested in constantly improving his/her skills through continuous learning.

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 in areas of conflict prevention, conflict analysis and early warning
- professional experience in international organisations and field experience would be strong assets;
- knowledge of EU CFSP and CSDP;
- professional knowledge of English and French.

Furthermore:

- experience in interpreting quantitative conflict risk data;
- proven experience in moderating conflict prevention workshops and seminars would be an asset.

B. Skills required

- good organisational skills, the ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- excellent drafting and communication skills;
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- capacity to create constructive working relations in the field of external relations with national authorities, international organisations and EU Member States;
- ability to maintain diplomatic relations and to ensure representation and communication in a complex, multicultural environment;
- ability to work professionally as a member of the division, in mixed-composition task forces and working groups, in an interesting but challenging environment;
- ability to remain objective in complex scenarios and to display sensitivity and sound judgement;

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>

- 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 requested or 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 person selected 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

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: 01.01.2023

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: Guillem Riutord Sampol, Head of Division, +32 2 584 1173
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