

## **EEAS Vacancy Notice**

### **Seconded National Expert in the Integrated Approach for Security and Peace Directorate**

**(ISP.DMD)**

**Policy officer - Division for Integrated Approach: Methodology and Implementation, ISP.1**

**COST-FREE**

**AD level post**

**Job No 303121**

### **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.

Within ISP ("Integrated approach for Security and Peace Directorate"), the "Integrated Approach: Methodology and Implementation" Division (ISP.1) is a Division of 16 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 currently structured along two sectors:

- Sector 1 on Methodology provides methodological tools and practical support to EU actors in key areas such as SSR (Security Sector Reform), DDR (Disarmament, demobilisation and reintegration of ex-combatants), stabilisation, human security / human rights 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), contributes to the Humanitarian, Development and Peace nexus and monitors the implementation of the resulting integrated plans of action.

### **We propose:**

#### **The position of Policy Officer**

The successful candidate will join the ISP.1 Division, and will contribute to the implementation of an integrated ('whole-of-EU') approach to conflict prevention, crisis response and stabilisation, 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 and context-specific technical advice as well as knowledge management, working closely with EEAS geographical and relevant horizontal teams, EU

Delegations, EUSR's, Special Envoys, CSDP structures, Commission services and international partners.

The main focus of this position are on the operationalisation and implementation of the new EU concept on stabilisation including aspects related to the operationalisation of the 2022 Joint Communication on Disarmament, Demobilisation and Reintegration of ex-combatants (DDR). The geographical scope of the work will match EU priorities on crisis management with currently a stronger focus on Ukraine but which may expand to other areas in Europe, MENA or Africa.

**Functions and Duties:**

- Contribute to the EU's Integrated Approach as regards to stabilisation in specific geographic areas, in particular in Ukraine (see above).
- In relation to this, provide policy advice and input on DDR and Transitional Justice. This may include, inter alia, aspects related to EU support in the areas of: reintegration of war affected territories, aspects of war trauma and reintegration of persons out of combat etc.
- Furthermore, support engagements on related policy areas such as Security Sector Reform (SSR).
- Establish and maintain regular contacts and exchanges with other EU services, including delegations, Member States, third countries, international organisations, international and national NGOs, research institutions and the academic community at large;
- Follow-up and contribute to external relations policy proposals, including through the inter-institutional decision-making process;
- Draft reports, briefings, policy, methodological, programming and project documents.

**We are looking for:**

We are looking for an energetic, proactive and motivated policy officer who will be working in a friendly and dynamic environment, and who wants to contribute to implementing and advancing the EU's Integrated Approach to external crises and conflicts, and to further strengthen the way we bring together our expertise and instruments, and work with Member States, to deliver greater impact in fragile and conflict-affected areas.

The policy officer for this post is required to have previous policy/technical expertise in the field and a good understanding of the EU crisis management toolbox (including actors and their different interests/positions and capacities). A good overview/understanding of the EU system and knowledge of most recent EU policy concepts in the area of crisis management would be desirable.

**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 Union<sup>1</sup> or, where justified in the interests of the service, professional training of an equivalent level.<sup>2</sup>;

- 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, and generally of the main policy concepts in the area of crisis management;
- have an excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- have an excellent capacity to create constructive working relations with national authorities, international organisations and EU Member States;
- have strong drafting, communication and analytical skills combined with sound judgement;

Furthermore,

- experience of working in an Embassy, a Delegation (or equivalent in an international organisation) or a crisis management mission / operation (by EU or other actors such as UN, OSCE, AU etc);
- experience of working in a team in multi-disciplinary and multi-cultural environment; would be asset for this position.

#### **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;
- have excellent drafting and communication skills;
- have excellent negotiating skills in a multinational environment;

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<sup>1</sup> 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.

<sup>2</sup> 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 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 appreciated but not compulsory;

### **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**

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: 1 July 2023**

**Place of secondment: Brussels, Belgium**

**For further information, please contact:**

**Administrative questions:** [SNE-CSDP@eeas.europa.eu](mailto:SNE-CSDP@eeas.europa.eu)

**Selection and profile related questions:** Mr Brice de Schietere, Deputy Director / Head of Division  
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