

EEAS Vacancy Notice

Seconded National Expert in the Security and Defence Policy Directorate (SECDEFPOL)

“Policy Officer” in Counter-Terrorism SECDEFPOL.3 Division

CO-FINANCED

AD level post

Job No 241986

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.

We propose:

Within the EEAS Counter-Terrorism (CT) Division, the Policy Officer will be responsible for key CT thematic and geographic priorities, including the Middle East and North Africa (MENA). S/he will also contribute to key CT thematic areas, including in support of the EU's co-Chair of the Global Counter Terrorism Forum (GCTF), and the CT Agenda.

Functions and Duties:

1. Develop and strengthen Counter Terrorism cooperation with the countries in the MENA region, in coordination with DG HOME and the EU Counter-Terrorism Coordinator, including through the organisation of Counter-Terrorism political dialogues and travel to the region where relevant;
2. Develop and strengthen Counter Terrorism cooperation and action within the Global Counter Terrorism Forum (GCTF) in the frame of the EU's role as Co-Chair of the Forum, including organisation of and participation in relevant meetings and initiatives, such as the EU-Morocco GCTF Initiative on Education in Preventing and Countering Violent Extremism;
3. Develop and strengthen EEAS engagement in relevant Council fora and, under the coordination of the HoD, participate to the Terrorism Working Party and COSI Support Group meetings, when required;
4. Ensure good coordination with relevant colleagues within the EEAS, the Commission, the EU Counter Terrorism Coordinator and Member States;
5. Provide support to the EEAS management on key CT thematic priorities, providing briefings as necessary.

We are looking for:

A dynamic, motivated senior policy officer, with solid analytical capability, drafting and reporting, as well as excellent coordination and communication skills. The ideal candidate must be flexible, able to adapt

swiftly to changing situations and to tackle emerging challenges, work constructively as part of a diverse team, with excellent coordination and communication skills. Prior experience working in an international diplomatic and multilingual environment would be a strong asset.

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 in law, political science, economy, business administration or any other related issue;
- at least five years' relevant professional experience and ideally professional experience in multinational organisations like the EU institutions, related decisional processes, EU external action and related EU external policies.
- have experience and knowledge of CFSP and CSDP;

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>

- relevant experience in multilateral affairs, preferably in or with one of the before mentioned institutions would be a strong asset

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 rapid grasp of problems and capacity to identify issues and solutions;
- 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 excellent report-writing skills; good knowledge of written and spoken French is desirable being necessary to work in EEAS HQ and with the European Commission

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

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.

Co-financed SNEs shall be entitled to:

- daily allowance (**40.00€/per calendar day for the distance 0-150km or 160.03€/calendar day for the distance >150 km³**) 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 903.00 €/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 as of 01/12/2023

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: Nadia Costantini, Head of SECDEFPOL.3 Division, +32 2 584 3891 Nadia.Costantini@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(2023) 21 of 29/06/2023

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(2023) 21 of 29/06/2023