

EEAS Vacancy Notice

Seconded National Expert in the Peace, Partnerships and Crisis Management Directorate (PCM)

Senior Policy Officer (Knowledge Management, organisational learning and training)

Division for Integrated Approach for Peace and Security, PCM.1

COST-FREE

AD level post

Job No 356595

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 PCM ("Peace, Partnerships & Crisis Management Directorate"), the "Integrated Approach for Peace & Security" Division (PCM.1) is a Division of some 20 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 Defense College.

PCM.1 is structured along three 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, climate and security, as well as Youth Peace and Security and develops the necessary policy concepts.
- Sector 2 on the Operationalisation of the Integrated Approach contributes to the political framework for the Integrated Approach to crisis and conflict, 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 leads on the stabilisation concept.
- Sector 3 on Evaluation and Knowledge Management stimulates a culture of continuous learning and development in the area of Peace, Security and Defence, by conducting and supporting impact evaluations, lessons processes, after action reviews and providing methodological guidance. It is working on impact evaluation of Civilian CSDP missions, an online platform EU Knowledge4Peace (EUK4Peace) and coordinates the implementation of the CSDP training policy.

The Secretariat of the Partnership for Security and Stability in the Sahel (P3S) is also administratively attached to PCM1. The P3S is an initiative of the international Coalition for the Sahel, led by the EU, which aims to promote coherence and synergy in security and stabilization efforts in the region.

We propose:

The position of Knowledge Management, organisational learning and CSDP training expert

The successful candidate will join the Evaluation and Knowledge Management Sector, who also is responsible for the CSDP training policy, and will contribute to the implementation of an integrated ('whole-of-EU') approach to conflict prevention, crisis management and stabilisation, through i.a. policy and concept development, analysis and technical advice focusing on the area knowledge management, organisational learning, and CSDP training. The position includes working closely with EEAS geographical and relevant horizontal teams, EU Delegations, EUSR's, Special Envoys, CSDP structures, Commission services and international partners, including civil society.

The main focus of this position will be to contribute to overall efforts on developing a systematic approach to Knowledge Management and organisational learning, aiming at leveraging EU strategic objectives efficiently in the areas of Peace, Security and defence, and thus contribute to the planning processes, to identifying lessons and to providing Member States and EEAS with informed decision-making.

Functions and Duties:

- Support PCM.1 in managing and coordinating Knowledge Management, organisational learning and CSDP training in the area of Peace, Security and Defence;
- Support PCM.1 in the development of policies, concepts, guidelines, working methods and tools to improve Knowledge Management, organisational learning and CSDP training in close dialogue with other relevant EEAS and Commission directorates and stakeholders, including CSDP actors;
- Facilitate specific lessons studies;
- Encourage and support other divisions to conduct After Action Reviews;
- Establish and maintain regular contacts and exchanges with other EU services, including, civilian CSDP missions, Delegations, as well as with Member States, third countries, international organisations, international and national NGOs, research institutions and the academic community at large as relevant;
- Follow-up and contribute to external relations policy proposals, including through the inter-institutional decision-making process;
- Draft reports, briefings, policy, methodological, programming and other documents as appropriate;
- Support the Head of Division and the Head of Sector in other relevant tasks as required.

We are looking for:

We are looking for an energetic, proactive and motivated Knowledge Management and training expert 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 expert for this post is expected to have previous technical expertise in the field of Knowledge Management and training and/or 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. Experience and knowledge of civilian CSDP missions would be considered an 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, including from law enforcement agencies, from international organisations or, only in exceptional cases and with prior authorisation, from other sources;
- b) Have at least five 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 level²;
- c) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties (see below);
- 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, or equivalent level of education;
- three years' relevant professional experience in the field of Knowledge Management and/or training and ideally professional experience in crisis management areas, or other experience deemed relevant;
- 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 foreign entities, including law enforcement agencies, government representatives and civil society organisations;
- have strong drafting, communication and analytical skills combined with sound judgement.

Furthermore,

- experience of working in 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 assets 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;

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>

- have excellent drafting and communication skills;
- 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 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 February 2024

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: Ms Katariina Leinonen, Head of Division (acting) PCM.1, Tel: +32 (0) 2 58423 25 or (cell) +32 460 84 23 25, Email: Katariina.leinonen@eeas.europa.eu