

## EEAS Vacancy Notice

### Seconded National Expert in the Security and Defence Policy Directorate (MD-PSD.SECDEFPOL) Policy Officer in Counter-Terrorism MD-PSD.SECDEFPOL.3 Division

**COST-FREE**

**AD level post**

**Job No 390717**

#### **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 Division, the Policy Officer responsible for key CT thematic and geographic priorities, including the coordination of counter terrorism and related security issues across West Africa, in particular in the context of the EU's priority focus on Africa under its co-Chairing of the Global Counter Terrorism Forum (GCTF). S/he will also contribute to key CT thematic areas, as follows:

1. Develop and strengthen Counter Terrorism cooperation within the Global Counter Terrorism Forum (GCTF), in particular in the context of the EU's role as Co-Chair of the Coordination Committee of the GCTF, through the participation at ministerial and other meetings as relevant;
2. Develop strategic documents together with the EU's Co-Chair, facilitation of textual negotiations between GCTF Members, coordination of high-level meetings and strategic communication;
3. Develop and strengthen Counter Terrorism cooperation with key partners, as appropriate, in coordination with the Commission and the EU Counterterrorism Coordinator, including through the organisation of Counter Terrorism political dialogues and travel to the region where relevant.
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 management of the EEAS on Counter Terrorism, providing briefings as necessary.

#### **We are looking for:**

A dynamic, motivated and flexible policy officer adapting quickly to new situations and deal with new challenges. The ideal candidate shall be a team player with excellent coordination and communication skills. S/he shall have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. A solid analytical capability as well as drafting and reporting skills would be strong assets.

## **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 in law, political science, economy, business administration or any other related issue;
- at least two 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;
- relevant experience in multilateral affairs, preferably in or with one of the before mentioned institutions would be a strong asset

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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>

## **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 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 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**

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: 16/01/2024**

**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:** Nadia Costantini, Head of SECDEFPOL.3 Division, +32 2 584 3891; [Nadia.Costantini@eeas.europa.eu](mailto:Nadia.Costantini@eeas.europa.eu)

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