

EEAS Vacancy Notice

Seconded National Expert in the Civilian Planning and Conduct Capability (MD.CPCC)

Penitentiary Expert in the Coordination and Horizontal Affairs Division, DMD.CPCC.1

COST-FREE

AD level post

Job no. 298813

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:

The post of a "cost-free" Seconded National Expert (SNE) for the position of Penitentiary Expert in the Coordination and Horizontal Affairs Division, DMD.CPCC.1. The successful candidate will join the Horizontal Affairs section of the aforementioned division, which is staffed with thematic experts in different fields of work related to the implementation of civilian CSDP missions' mandates.

Functions and Duties:

Under the authority of the Head of Division, the Seconded National Expert is expected to perform the following tasks:

- Provide subject matter expertise and advice on Penitentiary from a practitioner's perspective in support of the operational planning and conduct of civilian CSDP missions, notably by providing specific input to drafting of CONOPS and OPLAN, as well as to the revision of operational planning documents.
- Develop standards and good practice for civilian CSDP missions in the field of Penitentiary and contribute to the development of concepts, operational guidelines and recommendations.
- Be the focal point on Penitentiary files in CPCC, i.e. provide advice, participate in related internal and external coordination meetings, and prepare analytical notes, briefing notes, reports and speeches for CPCC and EEAS management, as well as coordinate the network of Penitentiary advisers in civilian CSDP missions.
- Be one of the focal points for the network of mission Rule of Law advisors and contribute in the organization of their annual meeting, together with the Rule of Law team.
- Prepare and take part in subject matter discussions in Council working parties and committees, notably the Committee for Civilian Aspects of Crisis Management, and the Political and Security Committee.
- Maintain contact with other relevant services within the European External Action Service, the European Commission, the Council and other EU actors for the purposes of the assigned tasks.

- Maintain contact with relevant international stakeholders (such as the UN, OSCE, NATO and the African Union).
- Maintain contact with representatives of Member States and contributing Third States.
- Contribute to lessons learned processes.
- Contribute to the selection of mission personnel.
- Contribute to the development and delivery of training in the field of expertise.
- Carry out any other task assigned by the Head of Division.

We are looking for:

The European External Action Service (EEAS) is seeking a dynamic, proactive and highly motivated colleague with strong analytical and networking skills to occupy the position of Penitentiary Expert (SNE). The candidate should have a good understanding of EU policy-making and decision-making processes, and an understanding of inter-institutional relations as well as have relevant experience in the areas of responsibility. Seconded National Expert will have to work in an international and multicultural environment in close synergy with Member States and EU institutions.

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 SNE's duties;
- d) Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that SNE 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

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>

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 SNE 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

- A University degree, preferably a degree at Master's level, in Criminology or equivalent professional education;
- Have proven well recorded experience in the field of Penitentiary of minimum seven years, preferably with management experience, as well as a broad professional experience, in strategic, operational and organisational aspects. Experience of working with other criminal justice matters is also an advantage;
- Knowledge of various types of European penitentiary and probation services and their organisation and competences;
- Substantive practical field experience from international penitentiary reform (e.g. EU, UN, OSCE) and crisis management/peacekeeping operations;
- Training experience, both as an instructor and organiser, particularly related to pre-deployment training and other subjects connected to civilian crisis management is desirable;
- Have a good understanding of the role of the EEAS as a diplomatic actor as well as a good understanding of the main objectives and principles of the EU's Common Foreign and Security Policy (CFSP);
- Have a good understanding of EU Common Security and Defence Policy (CSDP) decision making processes;
- A past experience within an EU CSDP mission or an institution dealing with civilian CSDP would be an asset.

B. Skills required

- Have strong organisational and managerial skills, sense of initiative and ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Have excellent interpersonal skills;
- Have ability to work and communicate in interdisciplinary and intercultural teams;
- Have excellent analytical capability as well as excellent drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgement;
- Be prepared to travel on mission to current or potential crisis areas and to do so at short notice;

C. Languages

- The successful candidate should be able to work in at least one of the official CSDP languages fluently (EN or FR) and have a basic knowledge of the second official working language. In practice, in the interest of the service, the expert must be fully fluent in written and oral English. Good command of French is an advantage.

D. Personal Qualities

- Be a motivated and flexible team player;
- Have the ability to adapt quickly to new situations and deal with new challenges;

- Have the ability to maintain the highest standards of personal integrity, impartiality and self-discipline.

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 expenses such as removal costs, allowances, salary, insurance, schooling (while the SNE maintains the right to enrol the children in an [European School Type I](#))^[3] and costs related to the enrolment to the Interinstitutional nurseries or the After-school centre managed by the early childhood centre of the European Commission shall not be covered by the EEAS. However, in case the SNE makes use of these two facilities for their dependent children, the EEAS shall recover any invoiced cost (including the institutional and the parental contribution, estimated at approximately EUR 18,000 per year and per child) from the Seconded National Expert concerned on a yearly basis. For further information, please contact RM-01-COORDINATION@eeas.europa.eu.

Vacancy available from: 1 September 2024

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: Ms Mihaela MATEI, +32 2 584 5843;
mihaela.matei@eeas.europa.eu

^[3] <https://www.eursc.eu/en/Accredited-European-Schools/About>