

## **EEAS Vacancy Notice**

### **Seconded National Expert in the Managing Directorate Civilian Operations Headquarters (MD.CivOpsHQ)**

#### **Policy Officer - Training, Development and Exercises Officer in MD.CivOpsHQ.1**

**COST-FREE**

**AD level post**

**Job No. 471368**

#### **We are:**

The European External Action Service (EEAS) supports the High Representative in the exercise of her 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. The EEAS also supports the High Representative in her capacity as Vice-President of the Commission with regard to her 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 successful candidate will be attached to the Division in Civilian Operations Headquarters responsible for Horizontal Topics and Concepts, in the Mission Strategies' section. The division is staffed by thematic experts in different fields related to the implementation of civilian CSDP mission mandates.

#### **Functions and Duties:**

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

- Provide advice on training to Civilian Headquarters and civilian CSDP Missions, and update and maintain a training and education policy for missions in line with evolving needs and concept development for civilian CSDP;
- Coordinate the network of focal points for training, deployed in civilian CSDP Missions, ensuring that network members meet regularly and contribute to policy on training for civilian CSDP. As needed, he/she should assist training officers in the mission operations departments with material and methodological support;
- Maintain contact with relevant services within the European External Action Service, the European Commission, the Council and other EU actors (European Security and Defence College etc.), as well as with relevant international stakeholders (such as the UN, OSCE and NATO);
- Follow evolving policies in EU Member States, especially those that link to readiness, deployment and civilian capability development. Also liaise with relevant training providers and academic institutions in EU Member States;
- Contribute from a training perspective to the development of concepts, operational guidelines and recommendations for improved planning, conduct, management and support of civilian CSDP missions;
- Organise internal training events in the Civilian Operations Headquarters;

- Serve as focal point for crisis management exercises, both for Civilian CSDP and more broadly (civilian-military, joint EU crisis management exercises), ensuring that civilian CSDP specificities are fully reflected in all aspects of exercise planning, execution and follow-up;
- Contribute to mapping civilian CSDP training requirements and curricula (pre-deployment training, induction and in-mission training, advanced and specialized training, high level courses);
- Contribute to the organization of the annual CSDP Training and Education Conference;
- 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;
- Contribute to lessons learned and knowledge management processes;
- Provide briefings and lectures on training relevant matters;
- Carry out any other task assigned by the Head of Division, including replacing colleagues in their absences.

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

The European External Action Service (EEAS) is seeking a dynamic and motivated colleague with strong analytical and networking skills, to occupy the post of Seconded National Expert (SNE). The candidate should have a good understanding of EU policy-making and decision-making processes, and a knowledge of EU institutional practices, as well as - ideally - experience in the areas of responsibility. He/she 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 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;

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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>

- 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;
- relevant experience in areas of management, training or career development in a national or international function linked to the priority areas for civilian CSDP.

### **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;
- 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.

### **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;
- possess dynamic, motivated and flexible personality
- be able to adapt quickly to new situations and deal with new challenges, including missions in conflict areas.

## **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](mailto:SNE-CSDP@eeas.europa.eu) in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure with equal opportunities as 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 1(d) (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](#))<sup>[3]</sup> 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](mailto:RM-01-COORDINATION@eeas.europa.eu).

**Vacancy available from: immediately**

**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:** Douglas CARPENTER, Head of Division CIVOPSHQ.1  
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<sup>[3]</sup> <https://www.eursc.eu/en/Accredited-European-Schools/About>