

EEAS Vacancy Notice

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

Disciplinary Expert in the MD.OFFICE

COST-FREE

AD level post

Job No. 472729

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. It 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.

The **Civilian Operations Headquarters** (CivOpsHQ) is the permanent structure supporting the Civilian Operations Commander/Managing Director (MD). The Civilian Operations Commander is the commander at the strategic level of currently 13 civilian CSDP crisis management missions and provides strategic guidance and direction to the Heads of Mission. The Civilian Operations Commander reports directly to the High Representative for Foreign Affairs and Security Policy and through her to the Council of the EU. Under the political control and strategic direction of the Political and Security Committee and the overall authority of the High Representative, the Civilian Operations Commander ensures the effective planning and conduct of civilian CSDP crisis management missions, as well as the proper implementation of all mission-related tasks as well as the discharge of the duty of care.

We propose:

The successful candidate will join the MD Office sector directly attached to the Managing Director of the Civilian Operations Headquarters (CivOpsHQ), which is staffed with thematic experts in different fields of work related to the implementation of civilian CSDP missions' mandates.

Functions and Duties:

- Contribute to drafting the operational planning documents such as the Concept of Operations and Operational Plan, particularly in respect to the operational focus and implementation sections.
- Facilitate coordination and cooperation of disciplinary aspects of civilian CSDP missions with other parts of the European External Action Service, including the Conduct and Integrity Entity, the Peace, Security and Defence Directorate, the EU Military Staff, the respective Geographical Directorate(s), other EU actors but also international stakeholders (such as the UN, the OSCE, the Council, African Union).
- Closely coordinate with European Commission's Investigation and Disciplinary Office and European Anti-Fraud Office (OLAF) regarding the application of the Code of Conduct when necessary.
- Develop and revise rules and procedures on Conduct and Discipline for civilian CSDP missions and train and advice management and staff in the CivOpsHQ in relation to ethics and discipline.
- Follow up and / or support operational units with cases brought before the Court of Justice in relation to the Code of Conduct.

- Provide expertise and follow-up of the implementation of the jurisprudence of the Court of Justice in relation to the Code of Conduct.
- Contribute to training the responsible authorities in the Missions.
- Contribute to provide lectures on ethics and discipline in CSDP training courses.
- Draft notes, advices or any other documents relating to the discussions taking place in these areas.
- Participate in the relevant civilian CSDP Council working group meetings (PSC, CIVCOM, RELEX, EUMC) by preparing and participating in the discussions.
- Participate in meetings and seminars with internal and external stakeholders and provide information on specific civilian CSDP missions or other CSDP related topics.
- Contribute to public information activities of the EEAS in the civilian CSDP area.

We are looking for:

The European External Action Service (EEAS) is seeking a dynamic, proactive and highly motivated colleague with strong analytical, legal 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 an understanding of inter-institutional relations as well as have relevant 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 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;

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/TEXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

- 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:

Candidates should:

A. Qualifications and experience required:

- Have a University degree or equivalent that is relevant for the post;
- Have a good understanding of the role of the EEAS as a diplomatic actor as well as a good understanding of the main objectives, principles and decision making processes of the EU's Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP);
- Minimum of five years of legal professional experience in an EU Member State, in international organisations or crises management mission;
- Previous experience in crisis management, disciplinary issues, or Security Sector Reform, or related experience in the field, would be an asset;
- Knowledge of CSDP missions legal framework;
- Good computer knowledge, notably in word processing, spreadsheets, presentations software, Internet/Intranet, use of email systems are essential. Knowledge of other IT tools is 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 a legal background and experience, especially in the field of disciplinary matters;
- Have excellent analytical capability as well as excellent drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions, and to preserve confidentiality;
- 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;
- Have the ability to exercise greatest discretion with regard to all facts and information coming to his/her knowledge in the course of or in connection with the performance of his/her duties.

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 good 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 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

The SNE 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 4 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: 01/03/2025

Place of secondment: Brussels, Belgium

For further information, please contact:

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

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

Selection and profile related questions: Mr Olivier BAOUR, Head of Sector, CivOpsHQ/Office, +32 2584-5149; Olivier.BAOUR@eeas.europa.eu
