

EEAS Vacancy Notice

Seconded National Expert in the Managing Directorate Civilian Operations Headquarter (EEAS.DSG-DEF.MD-CIVOPSHQ)

Policy Officer - Medical Coordination in MD.CivOpsHQ.5.SEC2 Division

Cost-free

AD level post
Job No. 488828

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 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.

The Civilian Operations Headquarter (MD.CivOpsHQ) is the permanent structure supporting the Civilian Operations Commander. The Civilian Operations Commander is the overall 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 him 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 operations, as well as the proper implementation of all mission-related tasks as well as the discharge of the duty of care.

We propose:

The post of a "cost-free" Seconded National Expert (SNE) serving as **Medical Expert** in the Security and Health Division, MD.CivOpsHQ.5. Under the authority of the MD.CivOpsHQ.5 Head of Division, reporting and as part of the duty of care obligations of the command structure, the SNE (Seconded National Expert) Medical Expert is expected to perform the following tasks:

- Provide expert advice to the Civilian Operations Commander on health and medical issues.
- Act as a point of contact to support, assist and advise Missions and other stakeholders on medical, health and related safety issues;
- Monitor and support the implementation of Medical clearance policy, sick leave entitlement management, special maternity/paternity leaves, and health and safety standards at work, preventive care measures including vaccinations.
- Ensure consistency of medical delivery across all Missions;
- Chair the recruitment of qualified medical staff for all missions;
- Assist in evaluating medical facilities in mission areas and participate to compliance visits as well as fact finding missions;
- Assist the Crisis Response mechanisms when activated in case of critical incident, and contribute to the after-action review as a medical expert;
- Contribute to policy development on health and safety issues, including through:

- Developing and implementing standardized medical SOPs and procedures;
- Identifying and implementing medical quality assurance procedures;
- Provide a liaison capability (point of contact) between Missions and Health/High Risk Insurance providers to support CASEVAC/MEDEVAC and medical referrals;
- Liaise closely with the EUMS, EEAS and other relevant EU Commission medical actors.

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 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 expertise and 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;
- 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;

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>

- 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:

- Doctorate in Medicine (MD). Post graduate training in occupational medicine or a related medical specialisation and experience in emergency medicine and health care management.
- Current registration without restrictions to practice medicine in own country or another EU member state.
- A minimum of ten (10) years of progressively responsible clinical experience including five (5) years of combined clinical and management experience. Previous experience managing international multidisciplinary healthcare teams is desirable.
- Experience in Tropical medicine and Public health would be an asset
- Formal training in Advanced Trauma Life Support (ATLS), or Pre-Hospital Trauma Life Support (PHTLS) or Advance Cardiac Life Support (ACLS) instructor or provider course;
- 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);
- A past experience within an EU CSDP mission 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;
- Demonstrate gender awareness and sensibility and the ability to integrate a gender perspective into tasks and activities
- Have excellent analytical capability as well as excellent drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions;
- 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;
- 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:

- Excellent level of written and spoken English.
- Good command of French is a strong 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

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) from the Seconded National Expert concerned on a yearly basis. For further information, please contact RM-01-COORDINATION@eeas.europa.eu.

Vacancy available from: 16.01.2026

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions:

Frank NEISSE, + 32 2 584 8086; frank.neisse@eeas.europa.eu

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