

## **EEAS Vacancy Notice**

### **Seconded National Expert in the Security and Defense Policy Directorate (SECDEFPOL.DMD)**

#### **Policy Officer - STRA DO (Space Threat Response Architecture - Duty Officer) in the Space Division (SECDEFPOL.5)**

**COST-FREE**

**AD level post**

**Job No 390718**

#### **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.

The Division "Space" (Secdefpol.5) of the EEAS assists the Special Envoy for Space<sup>1</sup> (SES) to support the space activities of the EEAS in their operational, diplomatic and policy dimensions.

The SES and Secdefpol.5 Division assist the HR and the EEAS Secretary General (SG) in their operational tasks. Firstly, in protecting the security and essential interests of the Union and its Member States by averting threats to security or mitigating serious harm to the essential interests of the Union or Member States related to the components of the Union Space Programme<sup>2</sup>. Secondly, in ensuring the operational direction of the EU Satellite Centre (SatCen) on behalf of the HR, and acting as Tasking Authority<sup>3</sup>. Such operational tasks are performed by the Space Threat Response Architecture (STRA)<sup>4</sup> team within the Secdefpol.5 Division and under a direct chain of command to the HRVP, through the Managing Director for Common Security and Defence Policy (MD CSDP).

Furthermore, the SES and the Secdefpol.5 Division contribute to the development and implementation of the Strategic Compass through the development of the Space Strategy for Security and Defence and expert advice on security aspects of the EU space components of the EU space programme. They also develop and coordinate EU positions regarding space safety, security and sustainability in multilateral fora (mainly the UN) as well as contribute to international dialogues, along with the Commission, on aspects related to security in and from space. Finally, the SES chairs the SatCen Board and Secdefpol.5 Division is responsible for managing the secretariat of the Board.

#### **We propose:**

The position of Policy Officer – STRA DO (Space Threat Response Architecture-Duty Officer). We offer a dynamic working environment with a varied and challenging portfolio. The selected candidate will primarily contribute to the implementation of the new EU Space Strategy for Security and Defense and to the definition of EU positions on space and security, in particular in the framework of the United Nations. S/he may also be expected to support the STRA team as Duty Officer.

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<sup>1</sup> The function of Special Envoy for Space was created by the HR in 2015

<sup>2</sup> Council Decision (CFSP) 2021/698

<sup>3</sup> Council Decision 2014/401/CFSP

<sup>4</sup> Embedded in the Division "Space"

#### Functions and Duties:

- To support the Special Envoy for Space/ Head of the Space Division with space policy and security expertise, notably on:
  - the coordination of the implementation of the EU Space Strategy for Security and Defence;
  - the drafting of EU statements to all space-relevant UN committees and bodies;
  - the preparation of EU space dialogues with third countries;
  - the implementation of the EU approach to the Safety, Security and Sustainability in Outer Space (3SOS approach);
- To contribute to the elaboration and further development of EU policies and activities in the areas relevant for space policy and space diplomacy.
- As and when required, to contribute to supporting the HR in the operational responsibilities by taking part in the 24/7 on call duty and fulfilling the related tasks;
- To coordinate and support other EEAS services, such as geographical and thematic divisions and EU Delegations in the area of space policy and space diplomacy.
- To attend and report on relevant meetings with the European Commission, Council services, European Parliament and related working groups. To participate in external events (seminars, conferences etc.) on space policy, in particular space for security and defense.

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

The European External Action Service (EEAS) is seeking a dynamic and highly motivated candidate with strong analytical, drafting, and reporting skills to occupy the post of a Policy Officer – STRA DO.

Candidates should have a good understanding of EU policy-making and decision-making processes and of inter-institutional relations as well as have relevant experience in the proposed areas. Candidates will have to work and communicate under time constraints in an international and multicultural environment in close synergy with Member States and EU institutions.

Prior experience of working on space, security or related issues would be a strong asset.

#### **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>5</sup> or, where justified in the interests of the service, professional training of an equivalent level.<sup>6</sup>;

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<sup>5</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>6</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>

- 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 **SECRET UE/ EU SECRET** 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:**

#### **Candidates should:**

##### **A. Education and training**

- Have a University diploma in law, international relations, space policy, security policy, defence or related areas;

##### **B. Professional knowledge and experience**

- Have a professional experience of at least three years in the abovementioned areas, including analysis and reporting; experience in third countries (embassy, international organisation, NGO, etc.);
- Knowledge/experience of EU institutions related decision-making processes, CFSP-CSDP, EU external action and related EU external policies (geographical and thematic).

##### **C. Security clearance**

National security clearance at SECRET UE/ EU SECRET level is indispensable for the job. 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. Skills**

- 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.

## **D. Languages**

- A thorough knowledge (capacity to write and speak) of English and a working-level knowledge of French is required.

## **E. Personal Qualities**

- Dynamic, motivated and flexible.
- Able to adapt quickly to new situations and deal with new challenges.

## **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 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);
- where applicable - the allowance in force within the EEAS for standby duty (art.11§4<sup>7</sup>);

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: 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:** Carine Claeys, Head of Division, +32 2 584 5811; [carine.claeys@eeas.europa.eu](mailto:carine.claeys@eeas.europa.eu)

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<sup>7</sup> Decision HR DEC(2014) 01 of 4 February 2014, art 11, paragraph 4