

EEAS Vacancy Notice

Seconded National Expert in the Integrated Approach for Security and Peace Directorate (ISP)

Policy Officer - Defence and military in EEAS.ISP.4

CO-FINANCED

AD level post

Job No 391867

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 policy officer who will contribute to the identification and implementation of assistance measures (AMs) funded under the European Peace Facility (EPF)

Functions and Duties:

- Foster synergies with other actors involved in the field of EU external action;
- Assess proposals from MS and requests from potential beneficiaries for AMs to be funded under the EPF and ensure coordination with other stakeholders;
- Conduct an initial identification process related to proposed AMs, including through the participation in field missions in countries affected by conflict;
- Draft Council Decisions and Concept Notes related to proposed AMs ;
- Identify gaps in military components conducting Peace enforcement operations ;
- Participate in meetings of relevant Council Working Groups
- Ensure the monitoring and evaluation of ongoing AMs, including their impact on civilians, and draft reports to the Council and other stakeholders;

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) to support the work on post-delivery measures in the context of the European Peace Facility.

The candidate should have a good understanding of EU policies and decision-making procedures, and an understanding of inter-institutional relations as well as have relevant experience in the field specified in the vacancy notice.

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;
- 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 in law, political science, economics, business administration or any other related field, national War college diploma or equivalent;
- At least four years proven, pertinent professional experience in the field of external relations;
- At least four years of experience in areas relevant to the definition and implementation of support programmes or assistance programmes in the field of security, military and defence matters as a programme manager;
- Proven experience in train and equip processes related to capacity building of military forces deployed in a peace enforcement environment would be essential;
- Knowledge of EU CSDP military missions and operations procedures and processes would be an asset;
- Knowledge of EU institutions and functioning of the Union, CFSP/CSDP and broader EU external action including development assistance would be an asset;
- Experience of working with/within CSDP military missions or operations;
- Experience of advising third countries/organizations in military or defense sector.

B. Skills required

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>

- have the ability to remain objective in complex scenarios and to display sensitivity and sound political judgement;
- have good organisational skills, attention to detail, the ability to work under pressure and meet tight deadlines and to manage multiple tasks and unexpected demands;
- have excellent drafting and communication skills in English;
- 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 IT skills, notably in word processing, Excel, powerpoint and Outlook;
- national security clearance at the level EU SECRET. 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

- thorough knowledge of English and a basic knowledge of French EU working language are required in order to perform the required duties;

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;
- be a dynamic, flexible and highly motivated individual, 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 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

SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer. The EEAS will provide for the allowances in order to contribute to cover the SNE's living expenses in the place of secondment on a flat-rate basis. These allowances shall not be construed as remuneration paid by the EEAS.

Duration of the secondment: Initial period up to two years, renewable up to four years

Co-financed SNEs shall be entitled to:

- daily allowance (**39.34 €/per calendar day for the distance 0-150km or 157.35 €/calendar day for the distance >150 km³**) throughout the period of secondment;
- monthly allowance calculated on the basis of the distance between the place of origin (the employer's head office) and the place of secondment (**between 0 to 887.90 €/month⁴**);
- reimbursement of travels take up duties/end of secondment on a flat-rate basis (if not paid by the employer).

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 costs such as removal costs, 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

Selection and profile related questions: Rory DOMM, Head of Division, +32 2 584 3326;
rory.domm@eeas.europa.eu

³ Daily allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2022) 79 of 19/12/2022

⁴ Monthly allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2022) 79 of 19/12/2022