

## **EEAS Vacancy Notice**

### **Seconded National Expert in the Civilian Planning and Conduct Capability (MD.CPCC)**

**Policy Officer (coordinator for exercises) in the Coordination and Horizontal Affairs Division,  
DMD.CPCC.1**

**COST-FREE**

**AD level post**

**Job No 424057**

#### **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 Civilian Planning and Conduct Capability (MD.CPCC) is the permanent structure supporting the Civilian Operations Commander. The Civilian Operations Commander is the overall commander at the strategic level of currently 12 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 of Policy Officer (coordinator for exercises) in the Coordination and Horizontal Affairs Division, DMD.CPCC.1. The successful candidate will join the Horizontal Affairs section of the aforementioned division. The section, staffed with thematic experts in different fields of work related to the implementation of civilian CSDP missions' mandates, contributes to the planning and coordination of exercises within the MD.CPCC, including those of a civilian-military nature.

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

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

- Develop and carry out a Training Requirements Analysis to identify emerging training needs for the Headquarters of civilian CSDP Missions, to include live exercises of a civilian-military nature;
- Develop and maintain an annual CPCC exercise plan, synchronised with exercise plans developed by counterparts in the EEAS Integrated Approach for Security and Peace (ISP) Directorate, in the Crisis Response Centre (CRC), in the EU Military Staff (EUMS) and in the Military Planning and Conduct Capability (MPCC);

- Prepare exercises that focus on the management of crises such as critical incidents in civilian CSDP Missions, foreign interference and manipulation of information (FIMI) as part of hybrid attacks against civilian CSDP Missions, business continuity at HQ (CPCC);
- Develop a concept for exercising civilian CSDP responsiveness with the aim of being able to deploy 200 experts within 30 days, including to complex environments.
- Contribute to the evaluation of exercises and subsequent reporting, to include identifying lessons and ensuring that they are learned;
- Contribute to developing and revising EU exercise policies;
- Contribute to the development and delivery of training in the field of expertise;
- Contribute to the identification and selection of mission personnel;
- Carry out any other task assigned by the Head of Division.

### **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 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;

---

<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>

- 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:**

#### **Candidates should:**

##### **A. Qualifications and experience required:**

- Have a University degree that is relevant for the post, preferably in the fields of security policy, police and criminal justice cooperation, or equivalent professional education;
- Have proven well recorded experience in law enforcement and/or criminal justice related responsibilities, ideally also from international assignments;
- Experience in the development and revision of EU exercise policies and concepts (civilian and/or military) would be an asset;
- Have a good understanding of the role of the EEAS as a diplomatic actor as well as a good understanding of the main objectives and principles of the EU's Common Foreign and Security Policy (CFSP);
- Have a good understanding of EU Common Security and Defence Policy (CSDP) decision making processes;
- Have a solid understanding of exercise evaluation and lessons learned processes;
- A past experience within an EU CSDP mission or an institution dealing with civilian CSDP would be an asset;
- Previous experience in EU project management (external actions including development) would also 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;
- Have excellent analytical capability as well as excellent drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions;
- 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 basic knowledge of the second official working language.

**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](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**

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 4 years in total.

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](mailto:SNE-CSDP@eeas.europa.eu)

**Selection and profile related questions:** Ms Mihaela Matei, +32 2 584 5843;  
[mihaela.matei@eeas.europa.eu](mailto:mihaela.matei@eeas.europa.eu)

\*\*\*