

EEAS Vacancy Notice

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

Policy Officer in the Operations Division CivOpsHQ.2

COST-FREE

AD level post

Job No. 459836

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. The Civilian Operations Commander is the overall commander at the strategic level of currently 14 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 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) in the CivOpsHQ.2. The successful candidate will join the Europa Sector of the aforementioned division and be assigned to the EUPM Moldova desk.

Functions and Duties:

Strategic Operational Analysis and Advice

- Analyse, monitor, and provide regular assessments of relevant political, economic, and sectoral developments in the area(s) of responsibility, identifying implications for EUPM Moldova.
- Guide EUPM Moldova, as appropriate, in drafting its Mission Implementation Plan (MIP).
- Contribute to the drafting and revision of reports (Six-Monthly Reports, Special Reports, etc.) in cooperation with the mission and other EEAS departments.
- Contribute to the strategic reviews of the allocated civilian CSDP mission.
- Provide briefing notes, reports, assessments, and analyses within the area of competence.
- Closely monitor the security situation in the host country and developments in the region that may affect the mission, including participation in EEAS security briefings and analysis of open sources and intelligence reports.
- Contribute to the assessment and possible refocusing of the mission by providing operational expertise through reports, briefing notes, and analytical summaries.

- Contribute to the assessment in the areas of crisis management and hybrid threats — including cybersecurity and countering foreign information manipulation and interference (FIMI) and provide input to the lessons-identified and lessons-learned processes.
- Contribute to drafting the Budgetary Impact Statement (BIS) with a view to defining the mission's budget.

Liaison with Member States, EU Institutions and Other Stakeholders

- Prepare and participate in meetings and seminars with internal and external stakeholders and provide information on EUPM Moldova or other CSDP-related topics.
- Act as the focal point for all enquiries regarding EUPM.
- Contribute to the EEAS's public information activities concerning EUPM Moldova.
- Serve as a point of contact within CivOpsHQ, OPS Division, for external institutions and entities.
- Coordinate the preparation of high-level visits and missions.
- Maintain contact with relevant international stakeholders (such as the UN, OSCE, and Council of Europe).

Planning for Civilian CSDP Missions

- Participate in Fact-Finding Missions (FFM) and Technical Assessment Missions (TAM) and contribute to related reporting.
- Follow closely developments in EU policy concerning the mission area (Moldova) and the wider European region and contribute to policymaking processes and decisions as relevant.
- Cooperate closely with other policy officers and team members at division level and ensure effective back-up within the division as required.

Conduct of Civilian CSDP Missions

- Closely monitor the security situation in the host country and developments in the region that may affect the mission, including participation in EEAS security briefings and analysis of open sources and intelligence reports.
- Ensure overall supervision and provide guidance to EUPM Moldova.
- Conduct regular field visits to the allocated civilian CSDP mission.
- Contribute to the preparation of regular and extraordinary calls for contributions and, where appropriate, participate in personnel selection procedures.

Interaction with Internal and External Stakeholders

- Prepare and participate in discussions of Council working groups and committees concerned with the above-mentioned areas, especially CIVCOM, RELEX, and the Political and Security Committee (PSC).
- Cooperate closely with other parts of the European External Action Service (EEAS), including the Integrated Strategic Planning for CSDP and Stabilisation (PCM.3), the respective Geographical Directorate, and other EU actors.
- Develop and maintain close coordination and relations with other EU institutions and services.
- Maintain contacts with authorities in EUPM Moldova and with the diplomatic mission in Brussels.

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 Union¹ or, where justified in the interests of the service, professional training of an equivalent level²;
- 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:

Candidates should:

A. Qualifications and experience required:

Candidates should have:

- university degree or equivalence relevant to the position;
- an excellent ability to maintain diplomatic relations and to ensure representation, communication and management in a complex, multicultural environment;
- an excellent capacity to create constructive working relations with national authorities, international

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>

organisations and EU Member States;

- strong drafting, communication and analytical skills combined with sound judgement;
- experience in the law enforcement and/or criminal justice area, ideally also from international assignments;
- 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) and of the EU Common Security and Defence Policy (CSDP) decision making processes;
- 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.
- knowledge of the situation in the different crisis management theatres and the EU policies and key priorities;
- general knowledge of internal security and defence concepts and capabilities.

Furthermore:

- a past experience within an EU CSDP mission, an EU institution or in the field of internal security and defence;
- previous experience in EU project management (external actions including development);
- previous experience in EU Justice and Home affairs policy and cooperation (including work of relevant agencies – Europol, Frontex, CEPOL and Eurojust);
- substantive experience in national or international assignments within staff functions, in particular planning and organisation would be desirable;
- Since EUPM focuses on resilience and hybrid threats, knowledge in Cybersecurity, Counter-hybrid threats, Crisis management structures and systems, Information security & strategic communication, and law enforcement cooperation would be important assets.

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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). 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

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.

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: immediately

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: Mr Vincent Ringenberg, +32 5 584 32 57;
vincent.ringenberg@eeas.europa.eu

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