

EEAS Vacancy Notice

Seconded National Expert in the Security and Defence Policy Directorate (EEAS.MD-PSD.SECDEFPOL)

Policy Officer - Preparedness and Response sector in SECDEFPOL.2 Division

COST-FREE

AD level post

Job No 495343

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.

We propose:

The Managing Directorate for Peace, Security and Defence (MD.PSD) is engaged in fostering and strengthening the EU's role as a global security actor. It seeks to promote peace and security and to deliver on the EU's ambition in defence. Within MD PSD, the Directorate for Security and Defence Policy (SECDEFPOL) is playing a key role in supporting the EU to stay at the forefront of developments in security and defence policy across the thematic spectrum. Within the Directorate, the Hybrid Threats and Cyber Division leads the coordination of EU's efforts to address external security threats in the fields of hybrid and cyber, in particular through the development and operationalisation of policies, operational tools and international engagement.

Functions and Duties:

The post of Policy Officer in the Preparedness and Response Sector of the Hybrid Threats and Cyber Division (SECDEFPOL.2). Under the guidance and supervision of the Head of Division, the Policy Officer will contribute to the elaboration, development and implementation of EU policies and activities aimed at preventing, deterring and responding to hybrid and cyber threats, including those aimed at undermining democratic processes and social cohesion within the EU and in partner countries. In particular, he/she contribute to implementing measures in the framework of the EU Hybrid and Cyber Diplomacy Toolboxes and to further strengthening the EU's preparedness and resilience against the wide spectrum of hybrid threats in line with a whole-of-government and whole-of society approach. She/he will work in a friendly and dynamic environment, in close synergy with Member States, the Commission and other relevant EU agencies, bodies and institutions.

We are looking for:

We are looking for a dynamic, proactive and motivated candidate with relevant experience in the areas of security and defence, preferably in the area of hybrid and cyber threats, as well as analytical and communication skills and a good understanding of EU foreign and security policy and interinstitutional relations. We are seeking a team player with inter-personal skills and the ability to network and create constructive working relations, as well as a flexible attitude with regard to a quickly-evolving agenda.

Under the functional authority of the Head of the Hybrid Threats and Cyber Division, the Policy Officer will perform the following main functions and duties:

- Support the development of policies, guidance and strategies related to countering hybrid threats and strengthening democratic and societal resilience in line with a whole-of-government and whole-

of-society approach, working in close cooperation with the relevant EU stakeholders, Member States and international organisations, as appropriate;

- Support the development and implementation of EU initiatives aimed at preventing, deterring and responding to hybrid and cyber threats, including in the framework of the EU Hybrid and the Cyber Diplomacy Toolboxes;
- Support the development of concepts and initiatives aimed at strengthening EU tools and capabilities to counter hybrid and cyber threats;
- Monitor and analyse international trends and policy developments at national level in Member States and third states in the area of hybrid threats;
- Draft reports, papers and briefings related to countering hybrid threats and develop presentations in workshops, conference, training and other relevant meetings and events.
- Support cross-sectoral and cross-institutional coordination, working closely with the European Commission, EU Delegations, CSDP missions, other EU institutions, bodies and agencies, as well as with Member States
- Support relevant engagements with third countries and international organisations (eg. NATO), in relevant multilateral frameworks, as well as with other relevant stakeholders, including the European Centre of Excellence for Countering Hybrid Threats (Hybrid CoE)

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.

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>

Selection criteria:

A. Qualifications and experience required

- university diploma;
- three years' relevant professional experience and ideally professional experience in multinational organisations;
- have experience and knowledge of CFSP and CSDP;
- relevant experience in areas of security and defence, preferably in countering hybrid and cyber threats at national, EU or international level;
- experience in policy-making and strategy development as well as in addressing security threats; experience on policies and tools related to strengthening societal and democratic resilience against security threats

Furthermore:

- experience of working in an Embassy, a Delegation (or equivalent in an international organisation)
- experience of working in the field of strategic communications and in organisation of events, workshops with a broad range of stakeholders, including think tank and academia.

would be considered assets.

B. Skills required

- 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;
- have the capacity to develop constructive working relations with EU Member States, other EU institutional stakeholders, as well as international organisations, civil society and private sector, as relevant;
- 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.
- 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

- thorough knowledge of one EU working language and satisfactory knowledge of another one are required; in practical terms, to perform required duties, that means an excellent command of written and spoken English, in particular good report-writing skills; good knowledge of written and spoken French is desirable;

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;
- possess dynamic motivated and flexible personality Be able to adapt quickly to new situations and deal with new challenges, including missions in conflict area.

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: immediately

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: Barbara Gallo, Head of Division, +32 2 584 2230 [email barbara.gallo@eeas.europa.eu](mailto:barbara.gallo@eeas.europa.eu)

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