

EEAS Vacancy Notice

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

Public Information and Communication Expert

COST-FREE

AD level post

Job No. 438426

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 in 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 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 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 (SNE) for the post of **Public Information and Communication Expert** in the Coordination and Horizontal Affairs Division, DMD.CPCC.1. The Division has i.a. coordination responsibilities for CPCC in a number of horizontal areas ranging from concepts and policy to knowledge management and lessons learned. It is staffed with thematic experts in different fields of work related to the implementation of civilian CSDP missions' mandates

Functions and Duties:

- Contribute to the overall visibility of civilian CSDP Missions;
- Contribute to the development, design and management of all aspects of communications strategy and communication actions relating to civilian Common Security and Defense Policy (CSDP) Missions and CPCC headquarters;
- Contribute to the coordination of the network of Civilian Mission PPIOs;
- To advise and contribute on all matters relating to CPCC internal and external communications. Provide the necessary expertise, to develop and standardise POLAD output and reporting streams as well as Mission Analytical Capability reporting in order to deliver consistent reporting added value by the missions to EEAS Head Quarters;
- Advise and assist the Civilian Operations Commander (CivOpsCdr) and Missions on political handling and messaging, including drafting of key messages, LTTs and speeches as required;
- Contribute to all aspects relating to CPCC/Civilian CSDP corporate identity, including visual identity;

- Design and contribute to the implementation of the CPCC strategic and public communications strategy in its transition to fully fledged Headquarters for Civilian Missions;
- Advise on all Mission Communications output, including audiovisual output and use of social media;
- Draft and coordinate input for Mission Communication Strategies for Mission OPLANS;
- Coordination of mission input for the CSDP Annual Report;
- Management of civilian mission photo archive;
- Contribute on horizontal policy formulation and development in the field of strategic communication, including in the area of disinformation and FIMI;
- Ensure Liaison between the Division and EEAS StratComms, and between the Division and the HR Spokesperson 's Officer;
- Liaise with DG EUMS and MPCC counterparts;
- Contribute to public information activities of the EEAS in the civilian CSDP area;
- Support the CPCC Head of communications in all of the above tasks and ensure business continuity by deputising when required.

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 position of Public information and Communication Expert (SNE). The candidate should have a thorough understanding of Civilian CSDP and associated decision-making processes, as well as an understanding of inter-institutional relations. The Candidate should have relevant experience in the area of public information and communication. 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 level.²;
- c) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second for the performance of his/her duties;

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>

- 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 Master's degree or professional experience that is relevant for the post.
- Have proven well recorded experience in the field of public information and communication
- Have a good understanding of the role of the EEAS as a diplomatic actor as well as a solid 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;
- Past experience within a civilian CSDP Mission or an institution dealing with civilian CSDP would 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 under pressure;
- Help prepare and take part in discussions of Council working parties and committees concerned with CSDP-JHA cooperation, especially the Committee for Civilian Aspects of Crisis Management (CIVCOM), the Political and Security Committee (PSC), RELEX Counsellors, COSI, LEWP, COREPER. and Council, including through drafting notes or any other documents relating to the discussions;
- Maintain close contact with relevant services within the EEAS, including the services of the DSG for CSDP, EU Military Staff, IntCen, relevant geographic and thematic MDs and EUSR offices as

well as with the Commission, General Secretariat of the Council and Member States services for the purpose of the assigned tasks;

- 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.

C. Languages:

- 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 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 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

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

(including the institutional and the parental contribution, estimated at approximately EUR 18,000 per year and per child) 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: Oliver Hall Allen , +32 2 460 849678;
Oliver.Hall-Allen@eeas.europa.eu
