

EEAS Vacancy Notice

Seconded National Expert in the Peace, Partnership & Crisis Management Directorate (EEAS.MD-PSD.PCM)

Policy Officer - Peace, Security and Defence Partnerships in the MD-PSD.PCM.2 division

Security and Defence Partnerships – EU partnerships on security and defence, with European,
Transatlantic and Global partners

COST-FREE

AD level post

Job No 454495

We are:

The **European External Action Service** (hereafter, the “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 (hereafter, the “CFSP”), to represent the EU and chair 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 EU Member States, the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

Within the EEAS, the **Peace, Partnerships and Crisis Management Directorate (PCM)** supports the EU’s role as a peace enabler, security provider and defence actor, in line with EU foreign policy priorities, the Strategic Compass for Security and Defence and the Civilian CSDP Compact.

The successful candidate would join the **Peace, Security and Defence Partnerships Division (PCM.2)**. This Division is responsible for the EU peace, security and defence partnerships, including with International and Regional Organisations, such as the UN, NATO, OSCE, African Union, the Gulf Cooperation Council, as well as with third states. In line with the Strategic Compass, PCM.2 aims at making the EU a stronger and more reliable global partner in security and defence working for international peace and stability. It works in close cooperation with other services within the EEAS, the European Commission and the Council, with EU Delegations, EU Member States, International Organisations, Third States as well as NGOs and think tanks.

We propose:

The position of Policy Officer to deal with the EU partnerships on security and defence, with European, Transatlantic and Global partners in line with the provisions of the EU’s Strategic Compass, and to support the implementation of the peace, security and defence dimension of the EU’s strategies; to further develop and implement EU’s partnerships toolkit, including through the establishment of new Security and Defence Partnerships with bilateral partners and the launch of dedicated security and defence dialogues with bilateral and multilateral partners; to work on horizontal issues pertaining to EU partnerships in peace, security and defence; to deal with the planning and conduct of the Schuman Security and Defence Forum.

The Policy Officer will join the **Security and Defence Partnerships Team**, which is a sector in PCM.2, also functioning as the secretariat of the EEAS Task Force on EU-NATO relations and covers the implementation mechanism of our strategic partnership with the United Nations.

Under the functional authority of the Head of Division and the supervision of the Head of Sector, the Policy Officer will perform the following main functions and duties:

- ensure coordination within the EEAS Peace, Security and Defence structures, EEAS geographic and thematic services, the Commission and EU Delegations, on policy and institutional aspects linked to the development and implementation of EU Peace, Security and Defence Partnerships as well as, where relevant, the procedures relating to third country contributions to CSDP missions and operations;
- provide expertise on peace, security and defence (including peace and security, politico-military aspects, defence and/ or policy matters, etc.) to contribute to the development of EU peace, security and defence partnerships, including third state participation in CSDP missions and operations, with partner countries from the region;
- contribute to the development of partnerships on Peace, Security and Defence / Third country cooperation with regard to peace, security and defence-related issues, including CSDP cooperation, crisis management, conflict prevention, mediation, peacebuilding, maritime security, hybrid, etc., and related capacity building measures;
- develop and maintain good relations with representatives of partner organisations and third States within the thematic and geographical mandate, including in relation to third State participation in CSDP missions and operations, as appropriate;
- ensure coordination with other EU initiatives in the field of peace, security and defence, within the thematic and geographical mandate;
- draft briefing and policy documents, instruction notes, correspondence with key partners and all similar work related to peace, security and defence, within the geographical/thematic area of responsibility; preparation of dialogues, workshops etc. related to peace, security and defence issues, consultations and negotiations with non-EU partner countries, as well as contribution to preparation of relevant meetings of the Council and its working parties, as appropriate;
- contribute to outreach activities on EU peace, security and defence actions, organise and contribute as speaker in public diplomacy events such as seminars, conferences and training activities;
- assist in negotiations of Framework Participation Agreements and Security and Defence Partnerships (Non-Binding Instrument) in the geographical area of competence and support the negotiation of Partnership priorities in the field of peace, security and defence;
- draft of briefing and policy documents, strategic analysis, option and FFT papers, correspondence with key partners and all similar work related to peace, security and defence, within the area of responsibility; handle and draft replies to oral and / or written questions from Members of the European Parliament, letters and questions from third parties.
- prepare bilateral dialogues, workshops consultations and negotiations with international and regional organisations and non-EU partner countries, as well as contribution to the preparation of relevant meetings of the Council and its preparatory working parties, as appropriate;
- contribute to the planning, organisation and conduct of the Schuman Security and Defence Forum;
- Assist the Head of Sector for partnerships with regard to horizontal issues pertaining to EU partnerships in peace, security and defence;
- contribute to other tasks within the Division as necessary in the interest of the service
- Follow up policy proposals through the inter-institutional decision-making process, including adoption by the Commission and High Representative, European Parliament and / or Council of the European Union.
- Participate in EU meetings with partners; develop and maintain good relations with representatives of NATO and the partner countries.

We are looking for a:

We are looking for a proactive, flexible and highly motivated colleague with excellent communication, negotiation and organisational skills, passionate about the EU and its efforts in the field of security and defence. S/he should be a good team player, able to foster constructive working relations within the EEAS, across the various EU Institutions, with Member States and partners.

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

- have excellent knowledge of external relations, internal policies and functioning of the Union;
- at least five years' relevant professional experience
- have experience and knowledge of CFSP and CSDP-related issues;
- have knowledge and/or proven experience in EU relationships with partners, notably in matters concerning EU peace, security and defence partnerships with Third Countries and/or International Organisations;
- have experience of working in relevant Council working groups would be an asset;
- have professional experience of working in an embassy, a delegation (or equivalent in an international organisation) would be an asset;

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 experience of working in a team in multi-disciplinary and multi-cultural environment;
- have a national security clearance at SECRET UE level. Such clearance needs to be requested or 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.

B. Skills required

- have an excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- have an excellent capacity to create constructive working relations with national authorities, international organisations and the Member States;
- have good organisational skills, the ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- have excellent negotiating skills;
- have strong drafting, communication and analytical skills combined with sound judgement;
- have excellent knowledge of external relations, internal policies and functioning of the Union;
- have good computer skills, notably in word processing, spreadsheets, presentations software, Internet / Intranet and email systems. Knowledge of other IT tools would be an asset.

C. Languages

- thorough knowledge of one EU working language and satisfactory knowledge of another one are required; in practical terms, in order 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 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 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, 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: 01/10/2024

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: Guillem Riutord Sampol Head of Division, +32 2 584 11 73;
Guillem.RIUTORD-SAMPOL@eeas.europa.eu

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