

## EEAS Vacancy Notice

### Seconded National Expert in the EEAS Crisis Response Centre

#### Policy Officer - Liaison Officer for Close Protection in the Crisis Response Centre Coordination Sector

**CO-FINANCED**

**AD level post**

**Job No 512778**

#### **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 post of a "co-financed" Seconded National Expert on the position of Close Protection (CP) expert. The post is co-financed by the EEAS (daily and monthly allowances) and by the EU MS (salary, social security and insurance).

The successful candidate will join the Coordination Sector within the Crisis Response Center working as liaison officer for the CP teams of SNEs, supporting the deployment process and the operational activity, and other related tasks within the field of Close Protection in EU Delegations.

#### Functions and Duties:

the Seconded National Expert is expected to perform the following tasks:

- To aid the EEAS to fulfil its 'Duty of Care' policy by providing advice and expertise in the CP domain.
- To participate in EEAS run "table-top" crisis-management exercises (as appropriate).
- Acts as the point of contact between entities seconding CPO SNEs and Field Security Division within the CRC.
- ensures efficient communication, coordination, and collaboration to facilitate seamless operations for the close protection personnel.
- Assist in conducting risk assessments and threat analyses to develop appropriate general policies for the protection measures where CP teams are involved.
- Foster effective working relationships with stakeholders to enhance collaboration facilitating the conclusion of new agreements with member state close protection entities willing to second operators to the EEAS for deployment to high-risk EU Delegations

- Contribute to lessons learned process, crisis management exercises and other work related to best practice, improved methodology/standardisation as directed by the Head of Sector;
- Provide briefing notes, reports, assessments, analysis, draft policy decisions/suggestions in the area of competence

### **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 proposed areas. The candidate will be working in a friendly and dynamic environment and contribute to the work of the CRC. 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:

- Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;
- 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 or, where justified in the interests of the service, professional training of an equivalent level.<sup>1</sup>;
- Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties;
- Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that he/she will carry out;
- Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;
- 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;
- 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.

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<sup>1</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>

## **Selection criteria:**

### **Candidates should:**

#### **A. Professional knowledge**

- Have a professional experience of at least 5 years, preferably in the Ministry of Interior or Defence/ Security Forces/ Close Protection Units.
- Have extensive knowledge of the close protection domain, including conflict sensitive analytical capacities and protection of diplomatic representations and/or dignitaries. Good working knowledge of the EU (institutional) environment and instruments in the area of external and security policies. Proven reporting and analysis capacity.
- Having deployments in high risk international environments as Close Protection officer would be considered an asset

#### **B. Skills**

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required.
- Have the ability to work in a team as well as to coordinate and to communicate effectively.
- Have solid close protection knowledge and analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions would be an asset.

#### **C. Languages**

- A thorough knowledge (capacity to write and speak) of English is required.

#### **D. Personal Qualities**

- Be dynamic with a motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges, including missions to conflict areas.

## **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-HQ@eeas.europa.eu](mailto:SNE-HQ@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 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. The EEAS will provide for the allowances in order to contribute to

cover the SNE's living expenses in the place of secondment on a flat-rate basis. These allowances shall not be construed as remuneration paid by the EEAS.

Co-financed SNEs shall be entitled to:

- daily allowance (**180.65/ calendar day** ) throughout the period of secondment;
- monthly allowance calculated on the basis of the distance between the place of origin (the employer's head office) and the place of secondment (between 0 to 1019.33 €/month );
- reimbursement of travels take up duties/end of secondment on a flat-rate basis (if not paid by the employer).

The EEAS will cover:

- missions-related costs incurred by the SNE posted in the EEAS HQ;
- complementary 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)[1] 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](mailto:RM-01-COORDINATION@eeas.europa.eu)

Duration of the secondment: **2 years, renewable up to 4 years**

**Vacancy available from: Immediately**

**Place of secondment: Brussels, Belgium**

**For further information, please contact:**

**Administrative questions:** [SNE-HQ@eeas.europa.eu](mailto:SNE-HQ@eeas.europa.eu)

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