

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

Policy Officer - Operational Planner in the Operations Division CivOpsHQ.2

CO-FINANCED

AD level post

Job No 404993

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 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 missions, as well as the proper implementation of all mission-related tasks and the discharge of the duty of care.

We propose:

The post of a co-shared Seconded National Expert (SNE) **Operational Planner** in the CivOpsHQ.2. The successful candidate will join the Planning Sector of the aforementioned division and be assigned to the Planning section.

Functions and Duties:

Planning for Civilian CSDP Missions:

- Contribute to advance planning as well as to all steps in operational planning for civilian CSDP missions as well as input to mission reviews and evaluations.
- Take part in Fact Finding Missions (FFM) and Technical Assessment Missions (TAM) and contribute to reports in this regard.
- Contribute to drafting the operational planning documents such as the Concept of Operations (CONOPS) and Operational Plan (OPLAN), as well as to Council Decisions (legal decision of the Council of the EU).
- Contribute to development and revision of the Deployment Plans and Budgetary Impact Statements (BIS) for new and existing missions.
- Guide missions, as appropriate, in drafting their Mission Implementation Plan (MIP).

- Provide briefing notes, reports, assessments, analysis, draft policy decisions/suggestions in the area of competence especially on planning of civilian CSDP missions, overall planning methodology and process.
- Contribute to lessons learned process, crisis management exercises within the field of operational planning, and other work related to best practice, improved methodology/standardisation as directed by the Head of Sector.
- Contribute to developing and maintaining related methodology and best practice.

Liaison with Member States, EU institutions and other stakeholders:

- Prepare and participate in the discussions of the working groups and committees concerned with the above-mentioned areas, especially the Committee for Civilian Aspects of Crisis Management (CIVCOM), the RELEX, the EU Military Committee (EUMC), the Political and Security Committee (PSC).
- Co-operate closely with relevant services within the EEAS, including the services of the DSG for Peace Security and Defence; Peace, Security and Defence Directorate, EU Military Staff, IntCen, relevant geographic and thematic MDs and EUSR offices as well as with the Commission and Member States services for the purpose of the assigned tasks.
- Liaise with and brief representatives of Member States and contributing third States as appropriate.
- Maintain contact and facilitate coordination and cooperation of planning aspects of civilian CSDP missions with other international organisations, particularly the UN, the OSCE and the AU, as 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 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 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; Decision ADMIN(2025)42 on the security rules for the European External Action Service
- 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

University degree that is relevant for the post, preferably in the fields of security policy, police and criminal justice cooperation, or equivalent professional education.

- Proven well recorded experience in law enforcement and/or criminal justice related responsibilities, ideally also from international assignments.
- Training and Experience in operational planning at the strategic level (civilian and/or military) would be an asset.
- Solid understanding of operational planning principles, ideally obtained through attendance of a strategic planning course.
- At least 3 years of experience in Policy.
- At least 5 years of experience in Military/Police domain and EU's Internal and External Security is desirable.
- Knowledge of the EU, particularly related to the Common Foreign and Security Policy (CFSP).
- Good understanding of the role of the EEAS as a diplomatic actor as well as a good understanding of the main objectives and principles as well as the decision-making processes of the EU's Common Foreign and Security Policy (CFSP).

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>

- Previous experience in EU project management (external actions including development) and EU Justice and Home affairs policy and cooperation (including work of relevant agencies – Europol, Frontex, CEPOL and Eurojust) would be an asset.
- Substantive experience in national or international assignments within staff functions, in particular planning, would be desirable.
- Experience within an EU CSDP mission would be an asset.

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;
- 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, 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 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. 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.

Duration of the secondment: Initial period up to two years, renewable up to 4 years

Co-financed SNEs shall be entitled to:

- daily allowance (**45.16 €/per calendar day for the distance 0-150km or 180.65 €/calendar day for the distance >150 km³**) 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 €/month⁴**);
- reimbursement of travels take up duties/end of secondment on a flat-rate basis (if not paid by the employer).

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](#))^[5] 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: 16 September 2026

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: Frank Neisse, Head of Division, +32 2 584 80 86, [email frank.neisse@eeas.europa.eu](mailto:frank.neisse@eeas.europa.eu)

³ Daily allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2026) 1 of 19/01/2026

⁴ Monthly allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2026) 1 of 19/01/2026

^[5] <https://www.eursc.eu/en/Accredited-European-Schools/About>