

EEAS Vacancy Notice

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

Policy Officer - Gender and Women, Peace and Security Expert Horizontal Topics and Concepts Division (DSG-DEF.MD-CIVOPSHQ.1)

COST-FREE

AD level post

Job No 471385

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 successful candidate will be attached to the Division in Civilian Operations Headquarters responsible for Horizontal Topics and Concepts, in the Operational Concept' section. The division is staffed by thematic experts in different fields related to the implementation of civilian CSDP mission mandates.

Functions and Duties:

- Act as the CIVOPSHQ focal point for gender equality, gender mainstreaming and Women Peace and Security (WPS);
- Support the operational conduct of civilian crisis management missions and, to that end, provide advice on the integration of a gender perspective and the implementation of Women, Peace and Security commitments in the context of civilian CSDP;
- Contribute from a gender perspective to the development of concepts and recommendations for improved planning, conduct, management and support of civilian CSDP crisis management missions;
- Support the integration of a gender perspective, including development of a systematic gender analysis, in all aspects of the implementation of the Missions' mandates, including policy development, monitoring, execution and reporting, data collection and staffing; to this end, the

adviser is expected to work closely with CIVOPSHQ.2 (Operations division) and CIVOPS.HQ3 (Personnel division);

- Work to further develop/make operational EU/CSDP policy on Women, Peace and Security, in particular on monitoring and reporting the implementation of the CIVOPSHQ instructions and guidelines on gender mainstreaming and WPS applicable to all Missions;
- Contribute to the planning of civilian crisis management missions, by providing the necessary expertise on the WPS framework and on gender equality related matters, based on the relevant EU concepts and policies; and as appropriate participate in assessment and/or fact-finding missions;
- Coordinate the informal network of the Gender Advisers in the civilian CSDP Missions.
- Maintain close contacts with other relevant services within the EEAS - in particular Peace, Partnerships and Crisis Management Directorate, the EU Military Staff, the Military Planning and Conduct Capability as well as the EEAS Taskforce for Equality. Coordination with focal points within the European Commission, the Council of the EU, Member States and other EU actors for the purposes of assigned tasks may be required;
- Cooperate with external partners involved in crisis management (e.g. UN, OSCE, NATO, European Centre of Excellence for Civilian Crisis Management and CSOs);
- Advise on the development and content of strategic communications with regards to gender equality and WPS perspectives; In coordination with the Member States, the European Security and Defence College and other actors, contribute to the training policy development in the area of gender equality and WPS;
- Provide briefings and training on gender mainstreaming and WPS as required;
- Contribute to the identification and reports on lessons identified/learned and best practices within the field of gender equality and WPS;
- Perform any other related task as requested by the Line Manager(s).

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

Candidates should have:

- Completed university studies of at least 3 years, in the field of gender studies, international relations, international public law, or other field that is relevant to the post;
- Proven knowledge of EU gender policies, the UNSCRs on Women, Peace and Security, as well as gender mainstreaming approaches, and a minimum of 5 years of experience relevant to the Post;
- Documented experience of working on EU CFSP and CSDP related issues, in an EU institutional or national/MS context;
- Good knowledge and understanding of the institutional arrangements and practices of CFSP and CSDP structures, and notably the role of the EEAS in this context;
- Good computer skills are essential, notably word processing, spreadsheets, presentation software, internet/intranet and email systems. Knowledge of other IT tools would be an asset;
- A past experience within an EU CSDP mission 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>

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;
- Be prepared to travel on mission to current or potential crisis areas and to do so at short notice;
- Have the ability to exercise greatest discretion with regard to all facts and information coming to his/her knowledge in the course of or in connection with the performance of his/her duties.

C. Languages

- The successful candidate should be able to work in at least one of the official CSDP languages fluently (EN or FR). 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

- 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.

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: December 1, 2026

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: **Mr Edoardo MANFREDINI**, CivOpsHQ.1, +32 2 584 6018
email edoardo.manfredini@eeas.europa.eu

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