

EEAS Vacancy Notice

Seconded National Expert in the Peace, Partnerships and Crisis Management Directorate (MD-PSD.PCM)

Policy Officer, Division for Integrated Approach for Peace and Security (PCM.1) / Sector 2

COST-FREE

AD level post

Job No 471495

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.

Within the Peace, Partnerships and Crisis Management Directorate (PCM), the Integrated Approach for Peace and Security Division (PCM.1) comprises a team of 18 staff members. The Division supports the implementation of the EU Integrated Approach to external conflicts and crises. It works with relevant geographic and thematic services, within and beyond the EEAS, to promote coherent EU engagement across the conflict cycle, including through analysis, policy guidance, coordination and lessons learning. The Division also leads on the civilian **EU CSDP Policy**, including on **CSDP Training**, and serves as the EEAS focal point for the **European Security and Defence College (ESDC)**, including the chairing of its Steering Committee.

PCM.1 is structured along two sectors:

- Sector 1 on Human Security and Governance provides methodological tools and practical support to EU actors in SSR (Security Sector Reform), DDR (Disarmament, demobilisation and reintegration of ex-combatants), stabilisation, human security / human rights due diligence, climate and security, as well as Youth, Peace and Security, and develops and leads the implementation of the related policy concepts.
- Sector 2 on Civilian CSDP Policy, Impact Evaluation and Knowledge Management stimulates a culture of continuous learning and development in the area of Peace, Security and Defence, by conducting and supporting impact evaluations, lessons processes, after action reviews and providing methodological guidance. It leads on the civilian CSDP policy, including CSDP training, conducts evaluations of Civilian CSDP missions and the European Peace Facility (EPF) assistance measures.

We propose:

The position of Policy Officer on civilian CSDP policy and training

The successful candidate will join PCM.1 Division (Sector 2) and contribute to the implementation and further development of civilian Common Security and Defence Policy (CSDP), with a particular focus on CSDP training. The postholder will contribute to related policy development and coordination, and liaise with key stakeholders, including the European Security and Defence College (ESDC), Member States,

and civilian and military CSDP missions and operations. In addition, the postholder will contribute to broader civilian CSDP policy development and related work strands, including support to policy initiatives, strategic reflection and coordination with relevant stakeholders.

Working closely with Member States, the ESDC, relevant EEAS and Commission services, and other institutional stakeholders, the postholder will support the identification of training requirements and priorities, policy implementation, quality assurance, and strategic coordination in the field of CSDP training.

Functions and Duties:

- Coordinate the implementation and further development of the EU Policy on CSDP Training, ensuring its alignment with broader EU objectives, relevant policies, and strategic frameworks, including the (forthcoming) European Security Strategy;
- Contribute to the development of civilian CSDP policy, including support monitoring of the work strands of the civilian CSDP Compact, as well as implementation in the areas of relevance for the Sector.
- Coordinate meetings of the EU Civilian Training Group (EUCTG), maintain regular engagement with the network of civilian National Training Experts (NTEs), keep the EU Military Training Group (EUMTG) informed of developments in CSDP training policy, and coordinate joint EUCTG–EUMTG meetings;
- Provide strategic advice to Member States on CSDP training matters through the relevant Council configurations;
- Develop guidelines, methodologies, and procedures to support the implementation of CSDP training policy, and monitor progress through the preparation of the Comprehensive Assessment Report on CSDP Training (CART);
- Promote quality assurance mechanisms across CSDP training activities and the exchange of lessons learned and best practices;
- Facilitate regular coordination and information exchange among key stakeholders involved in CSDP training within the EEAS, EU institutions, Member States, and relevant external partners;
- Support, in cooperation with the ESDC Secretariat, the identification, collection, and analysis of Member States' training requirements to ensure they effectively address CSDP needs;
- Manage and maintain the CSDP Training Programme within the Goalkeeper-Schoolmaster application.
- Coordinate ESDC-related matters within the EEAS, including the Council Decision on the European Security and Defence College (CFSP 2024/3116);
- Participate in meetings and contribute to the work of ESDC governance bodies and working groups, including the Executive Academic Board (EAB) and the Steering Committee;
- Engage in the work of the Division on other CSDP policy issues;
- Draft reports, briefing notes, policy papers, methodological guidance, and other documentation as required;
- Provide support to the Head of Sector and/or Head of Division in the delivery of additional tasks and priorities as required.

We are looking for

We are looking for an energetic, proactive and motivated policy officer who will be working in a friendly and dynamic environment, and who wants to contribute to implementing and advancing the EU's Integrated Approach to external crises and conflicts, and to further strengthen the way we bring together our expertise and instruments, and work with Member States, to support the implementation of the EU civilian CSDP policy, in particular CSDP training policy (civilian and military). The policy officer for this post is required to have CSDP training-specific expertise and an understanding of the CSDP training architecture (key stakeholders and their roles) as well as the broader CSDP policy. A good overview/understanding of the EU system would be an asset. Prior professional experience in CSDP mission or operation would be a strong asset.

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.

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>

Selection criteria:

A. Qualifications and experience required

- a. university diploma;
- b. three years' relevant professional experience and ideally professional experience in multinational organisations;
- c. have experience and knowledge of CFSP and CSDP, in particular in the policy area of CSDP Training;
- d. have an excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- e. have an excellent capacity to create constructive working relations with national authorities, international organisations and EU Member States;
- f. have strong drafting, communication and analytical skills combined with sound judgement;

Furthermore,

- g. experience of working in an international organisation, mission or operation;
- h. experience of working in a team in multi-disciplinary and multi-cultural environment would be assets for this position.

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

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) from the Seconded National Expert concerned on a yearly basis. For further information, please contact RM-01-COORDINATION@eeas.europa.eu.

Vacancy available from: 01/08/2026

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: Ms Katariina Leinonen, Head of Division PCM.1, Tel: +32 2 584 23 25 [email : Katariina.leinonen@eeas.europa.eu](mailto:Katariina.leinonen@eeas.europa.eu)

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