

## **EEAS Vacancy Notice**

### **Seconded National Expert in the Security and Defence Policy Directorate (MD-PSD.SECDEFPOL)**

#### **Policy Officer in the Non-Proliferation, Disarmament and Arms Export Control Division (MD-PSD.SECDEFPOL.4)**

**COST-FREE**

**AD level post**

**Job No 522103**

#### **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 Policy Officer in the Non-Proliferation, Disarmament and Arms Export Control Division (SECDEFPOL.4).

#### **Functions and Duties:**

The successful candidate will:

- Ensure the coordination of the preparations and assist the Chair in the strategic programming for the Council Working Party on Conventional Arms Exports (COARM);
- Plan and put into effect initiatives for the implementation of the 2018 EU Strategy against illicit firearms, small arms and light weapons and their ammunition;
- Support EU policy formulation by drafting reports, briefings, and recommendations for senior EEAS officials and Member States on SALW-related issues and ammunition safety;
- Promote UN Programme of Action (UN PoA) on SALW and Global Framework for Through-Life Conventional Ammunition management; its implementation and capacity-building across the world.
- Contribute to coordination with EUMS to the implementation of UN Programme of Action and on Global Framework for Through-Life Conventional Ammunition management;
- Assist in the preparation, development, drafting and implementation of Council Decisions, Council Conclusions and EU Strategies, including in support of actions against illicit trafficking of small arms and light weapons in Western Balkans, Ukraine and Moldova and Latin America;
- Assist in the drafting of EU statements, briefings, and answers to Parliamentary questions in the field of conventional arms control;
- Prepare for and attend political dialogue meetings with third countries;
- Maintain contacts with EU Member States, EU Delegations in third countries, and International Organisations;

- Maintain contacts with diplomatic missions from third countries in Brussels;
- Engage in dialogue with non-governmental organisations, academics and industry;
- Secure coordination in the respective fields with the services of the Commission, the Council of the European Union, the European Parliament and other relevant European institutions.

### **We are looking for:**

The EEAS is seeking a highly qualified Expert to join its Non-Proliferation and Disarmament Division. The selected candidate will contribute to the EU's efforts to counter the threat of illicit trafficking of small arms and light weapons, regionally and globally. The role will involve addressing ammunition safety and further development of Arms and Ammunition Management Validation System. Experience in analysing transnational arms smuggling routes, diversion risks linked to SALW-trafficking will be considered a strong asset.

This role requires technical expertise in conventional arms and ammunition, export controls, and threat assessment, as well as the ability to analyse geopolitical risks and advise on EU policy responses.

### **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<sup>1</sup> or, where justified in the interests of the service, professional training of an equivalent level.<sup>2</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> 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.

<sup>2</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:**

### **A. Qualifications and experience required**

- university diploma;
- three years' relevant professional experience and ideally professional experience in multinational organisations;
- have experience and knowledge of CFSP and CSDP;
- relevant experience in areas of multilateral non-proliferation and arms control: international security, non-proliferation, disarmament, arms export control, diplomatic relations, multicultural environments.

### **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](#))<sup>[3]</sup> 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).

**Vacancy available from:** 1 September 2026

**Place of secondment:** Brussels, Belgium

**For further information, please contact:**

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

**Selection and profile related questions:**

**Stephan Klement**, Head of Division, [Stephan.Klement@eeas.europa.eu](mailto:Stephan.Klement@eeas.europa.eu)

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