

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

Policy Officer in the MENA Sector, Operations Division (CivOpsHQ.2)

CO-FINANCED

AD level post

Job No 522122

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) in the CivOpsHQ.2. The successful candidate will join the MENA Sector of the aforementioned division and be assigned to the MENA Sector.

Functions and Duties:

Strategic operational analysis and advice:

- Prepare and participate in discussions of relevant Council working groups and committees, in particular the Committee for Civilian Aspects of Crisis Management (CIVCOM), the RELEX, the EUMC, the Political and Security Committee (PSC).
- Draft briefing notes, advice, speeches or other documents supporting discussions and decision-making.
- Monitor developments in EU policies relating the assigned mission area and region and contribute to the relevant policymaking process and decision-making processes.
- Promote consistency across civilian CSDP missions in policing and rule of Law with particular emphasis on combating serious and organised crime and terrorism..

Liaison with Member States, EU institutions and other stakeholders:

- Serve as focal point for the assigned civilian CSDP mission(s).
- Co-operate closely with relevant European External Action Service (EEAS), including the Integrated Strategic Planning for CSDP and Stabilisation (PCM.3), the EU Military Staff (EUMS), the respective Geographical Directorate(s), and other EU institutions and bodies.
- Liaise with and brief representatives of Member States and contributing Third States, as appropriate.

- Maintain close contact with relevant international stakeholders (such as the UN, NATO and other international organisations).
- Facilitate strategic coordination and cooperation on policing aspects of civilian CSDP missions with international organisations at the strategic level including through liaison functions where required.

Planning for Civilian CSDP Missions:

- Contribute to the strategic and operational planning of new civilian CSDP missions, ensuring coherence with agreed CSDP documents and lessons learned.
- Participate in Fact Finding Missions (FFM) and Technical Assessment Missions (TAM) and contribute to their reports.
- Draft and contribute to key operational planning documents, including the Concept of Operations (CONOPS) and Operational Plan (OPLAN), particularly in respect to the operational focus and implementation sections, as well as to Council Decisions (legal decision of the Council of the EU).
- Contribute to the preparation of Budgetary Impact Statement (BIS) to support mission budget planning.
- Provide guidance to Missions, on the development and implementation of their Mission Implementation Plan (MIP).

Conduct of civilian CSDP missions:

- Monitor the security situation in the host country and the wider region, including developments that may affect the Mission area, by participating in EEAS security briefings and analysing open sources and intelligence reporting.
 - Provide strategic oversight and guidance to the assigned civilian CSDP mission(s), including their respective Head(s) of Mission.
 - Conduct regularly field visits to the assigned civilian CSDP mission(s).
 - Support the preparation of regular and extra-ordinary Calls for contributions and, where appropriate, participate in personnel selection procedures.
 - Contribute operational expertise to the assessment, adaptation and refocusing of civilian CSDP missions, through reports, briefing notes and analytical assessments.
 - Contribute to strategic reviews of the allocated civilian CSDP mission(s).
- Assess Police and Rule of Law aspects in the assigned civilian CSDP mission(s) and contribute to the lessons identified and lessons learned process.

Interaction with internal and external stakeholders:

- Prepare and participate in meetings and seminars with internal and external stakeholders and provide information on specific civilian CSDP missions or other CSDP related topics.
- Contribute to public information activities of the EEAS in the civilian CSDP area.
- Act as point of contact within CivOpsHQ, OPS Unit for assigned cross-functional tasks to external institutions/entities.

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 a 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\(2023\) 18 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 or equivalent police education;
- an excellent ability to maintain diplomatic relations and to ensure representation, communication and management in a complex, multicultural environment;
- an excellent capacity to create constructive working relations with national authorities, international organisations and EU Member States;
- strong drafting, communication and analytical skills combined with sound judgement;
- experience in the law enforcement and/or criminal justice area, ideally also from international assignments;
- if serving police officer, national rank comparable chief inspector or higher;
- a good understanding of the role of the EEAS as a diplomatic actor as well as a good understanding of the main objectives and principles of the EU's Common Foreign and Security Policy (CFSP) and of the EU Common Security and Defence Policy (CSDP) decision making processes;
- good computer knowledge, notably in word processing, spreadsheets, presentations software, Internet/Intranet, use of email systems are essential. Knowledge of other IT tools is an asset.
- knowledge of the situation in the different crisis management theatres and the EU policies and key priorities;
- general knowledge of internal security and defence concepts and capabilities.

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>

Furthermore:

- an experience within an EU CSDP mission, an EU institution or in the field of internal security and defence;
- previous experience in EU project management (external actions including development);
- previous experience in EU Justice and Home affairs policy and cooperation (including work of relevant agencies – Europol, Frontex, CEPOL and Eurojust);
- previous police experience in at coordination/management level;
- substantive experience in national or international assignments within staff functions, in particular planning and organisation;

would be considered assets.

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: 1 November 2026

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: Frank Nisse, Head of Division, +32 2 584 80 86
frank.nisse@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>