

**1 Seconded National Expert**  
**at the European External Action Service**  
**Civilian Planning and Conduct Capability**  
**Executive Officer**

**Job description**

**A. Tasks**

Under the authority of the Civilian Operations Commander (CivOpCdr)/CPCC Director, and under direct supervision of the Deputy Civilian Operations Commander/Chief of Staff (DCivOpCdr/CoS), the Executive Officer is expected to support the DCivOpCdr/CoS in the following areas of activity:

- Facilitating the DCivOpCdr/CoS's horizontal coordination, particularly on organisational and administrative matters, in supporting the running of the CPCC;
- In coordination with the Executive Officer/Advisor to the CivOpCdr, prepare and follow-up on management meetings within CPCC;
- Assist the DCivOpCdr/CoS in the planning and organisation of meetings and events, including the annual Heads of Mission seminar;
- Prepare reports, background briefings, speaking notes, and presentations for the DCivOpCdr/CoS;
- Coordinate and contribute to the drafting of CPCC-wide planning documents and reporting, including the work plan;
- Contribute to the drafting of public outreach material such as fact sheets, brochures, presentations, and if the need arise be the CPCC focal point for CSDP training;
- Maintaining contact, cooperation and good relations with the relevant counterparts at the different EEAS department, including other CSDP directorates, the Commission and the General Secretariat of the Council, and other EU and international points;
- Performing other applicable duties as requested by the DCivOpCdr/CoS.

**B. Qualifications and Experience**

- Possess a university degree as evidenced by a diploma and have at least 5 years of relevant professional experience;
- Work experience in the interaction between policy making and crisis management affairs;
- Good knowledge of EU crisis management instruments would be a considerable advantage;
- A good knowledge of the functioning of EU institutions and decision making processes would also be a considerable advantage;

### **C. Conditions/Skills required**

- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgement;
- Ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Organisational skills and a sense of initiative, be a good team player, and have an aptitude for communication and interpersonal relations;
- Be able to work independently and assume responsibility, including drafting documents and giving presentations;
- Ability to work professionally as a member of the CoS Office, as well as in task forces and working groups with mixed composition, in an interesting but challenging environment with unpredictable working hours and a considerable workload;
- 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;
- Have the capacity to work in languages of CFSP and external relations necessary for the performance of the duties. Knowledge of other EU languages would be an asset;
- To maintain the highest standards of personal integrity, impartiality and self-discipline. 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;
- Physically fit and in good health, and the willingness to travel on short notice into mission and conflict areas is also essential;
- 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. The clearance must be valid for the entire period of secondment. If not, the European External Action Service reserves the right to refuse the secondment as national expert.

### **D. General conditions**

- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen.
- Have fulfilled any obligations imposed by the laws concerning military service.

**[For more information related to the selection, please contact Ms Pernilla Ryden,  
tel.: +32 (0)2 584 72 86; e-mail: [Pernilla.Ryden@eeas.europa.eu](mailto:Pernilla.Ryden@eeas.europa.eu)]**

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