

# EUROPEAN EXTERNAL ACTION SERVICE



Administration and Finance  
Managing Director

Brussels, 23 03 2015  
EEAS.MDR.C3/BB Ares (2015)

To Permanent Representatives of the  
Member States of the European Union

Your Excellency,

I am pleased to inform you that we are looking for a “cost- free” national expert (SNE) for secondment to the European External Action Service (EEAS), for the post of Policy Officer, within the framework of the Decision of the High Representative of 04/02/2014, and more particularly in its article 24.1.

The national expert will be seconded to the Crisis Management and Planning Directorate (CMPD).

I would be obliged if you could forward the enclosed profile to the various relevant Ministries as well as to PSC Ambassadors in order to generate adequate applications.

Applications should be sent only by your Permanent Representation to Division EEAS.MDR.C3 “Selection and Recruitment of Contract Agents, Seconded National Experts, Junior Experts in Delegations and Trainees”. They shall not be sent directly to the Directorate CMPD.

Permanent Representations are kindly requested to send applications by e-mail only to: [EEAS-SNE-CMPD-CPCC-INTCEN@eeas.europa.eu](mailto:EEAS-SNE-CMPD-CPCC-INTCEN@eeas.europa.eu)

Candidates shall draft their CV in English or in French in a PDF or Word version, following the European CV form which can be found at the following internet address: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

Only applications received in the above mentioned format by **15 April 2015** will be considered for this call for applications.

Applications will be examined by my services which will organise selection interviews during the course of April/ beginning of May 2015.

I would like to invite you to draw the attention of the various relevant Ministries and services in respect of the treatment of personal data and inform them that the EEAS on its side implements data protection rules according to Council Regulation (EC) n° 45/2001. Consequently, possible applicants should be informed that their CV will be circulated to EEAS services which are involved in the selection and management of their possible secondment as well as within Delegations concerned.

I take this opportunity to thank you very much for your cooperation.

Yours faithfully,



Patrick CHILD

Enclosures: - Decision of the High Representative of 04/02/2014  
- Job description

Copies: Mr Iklody, Director CMPD  
Mr Larsson, Director EEAS.MDR.C  
Mr Mellado, Head of Division EEAS.MDR.C3

**JOB DESCRIPTION FORM CIVILIAN SNE**  
**CMPD.A.4 (job no 195129)**

<b>I. IDENTIFICATION OF THE JOB</b>	
Type of post:	Seconded National Expert
Job title:	Policy Officer - Partnerships and civilian & military crisis management matters
Entity:	Crisis Management and Planning Directorate CSDP Policy, Partnerships & Agreements Division
Specialised post:	Yes
Security clearance:	SECRET EU

<b>II. TASKS</b>
Under the authority of the Head of CSDP Policy, Partnerships & Agreements Division (CMPD.A.4), the expert will be responsible for the tasks outlined below:
<ul style="list-style-type: none"> <li>○ implementation of the EU-UN Action Plan to enhance EU CSDP support to UN Peacekeeping</li> <li>○ develop and maintain good relations with representatives of partner countries and organisations within a specific geographical mandate</li> <li>○ negotiate and manage Framework Participation agreements</li> <li>○ prepare briefings, provide analyses, contribute to preparation of meetings of Council and working parties</li> </ul>

<b>III. QUALIFICATIONS AND EXPERIENCE REQUIRED</b>
<ul style="list-style-type: none"> <li>○ university degree</li> <li>○ experience of working on EU CFSP and CSDP related issues</li> <li>○ sound knowledge of external relations as well as the functioning of the EU</li> <li>○ 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;</li> <li>○ thorough knowledge of one EU language and satisfactory knowledge of another; (excellent command of written and oral English, good knowledge of written and oral French is desirable);</li> <li>○ good computer skills are essential. Knowledge of other IT tools would be an asset.</li> </ul>

<b>IV. CONDITIONS/ SKILLS REQUIRED</b>
<ul style="list-style-type: none"> <li>○ excellent inter-personal skills and good ability to work in a team within a complex institutional and multi-cultural environment, as well as good ability to work independently;</li> <li>○ high level of flexibility;</li> <li>○ strong communication, analytical, drafting and negotiation skills, combined with sound judgement.</li> <li>○ national security clearance at EU SECRET level.</li> </ul>