

JOB DESCRIPTION FORM SNE  
CMPD.A.3 – job no. 171951

**I. IDENTIFICATION OF THE JOB**

Type of post:	Seconded National Expert
Job title:	Strategic Planner/POLAD to the Operation Commander of ALTHEA
Entity:	Crisis Management and Planning Department (CMPD) Integrated Strategic Planning Division
Sensitive post:	
Specialised post:	Yes
Security clearance:	SECRET EU & SECRET NATO (for access to SHAPE)

**II. TASKS**

Under the authority of the Head of the Europe Section within the Integrated Strategic Planning Division, the expert will plan and monitor European Union CSDP missions/operations at strategic level and carry out the tasks outlined below:

**Planning of CSDP missions/operations**

- Initial evaluation of crisis situations;
- Strategic planning: drafting of documents on crisis management options

**Monitoring of CSDP missions/operations**

- Coordination with CSDP missions/operations on strategic aspects;
- Coordination with other international organisations
- Negotiation and coordination with the host country;
- Drafting of strategic reviews of missions/operations;

**Support for decision-making process**

- Preparation of meetings of the Council and of its preparatory working parties;
- Support for the High Representative (outline notes, draft language)
- Ensure internal coordination within the EEAS and inter pillar
- Assist with the preparation for, and taking forward the outcomes of, meetings of the EU Political and Security Committee, the Committee of Contributors and the EU Military Committee and liaising with other parts of the Service.

The selected candidate will be involved in following Operation ALTHEA (EU military mission in Bosnia and Herzegovina) and will also function as the Political Advisor to the Operation Commander of ALTHEA. In the course of his/her assignment, the selected candidate may be charged with other missions/tasks and duties in the interest of the service.

### **III. QUALIFICATIONS AND EXPERIENCE REQUIRED**

- university diploma;
- ten years' professional experience in the field of crisis management including, ideally, some professional experience in multinational organisations;
- practical experience of planning at a strategic level;
- thorough knowledge of Balkans and ideally military operations.
- some practical experience as a political adviser;
- thorough knowledge of one EU 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 oral English, in particular good report-writing skills; good knowledge of written and oral French is desirable;
- 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.
- Knowledge of Eastern Europe/Russian language would be an asset.

### **IV. CONDITIONS/ SKILLS REQUIRED**

- have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement;
- have good organisational and managerial skills, the ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- 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 with sometime unpredictable working hours. A willingness to travel frequently to mission areas is also essential;
- 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;
- be physically fit and in good health without any physical or mental problems;
- national security clearance at SECRET EU and NATO 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.

### **V. GENERAL CONDITIONS**

National experts must be nationals of one of the Member States of the European Union and enjoy full rights as citizens.

The EEAS applies an equal opportunities policy.