

NOTICE OF VACANCIES
for posts of
co-financed SECONDED NATIONAL EXPERTS
in **EEAS**

Central contact point for applications by e-mail:
Division EEAS-MDR-C3 – EEAS-MDR-C3-SNE-HQ-OTHERS@eeas.europa.eu

Vacant post for job profile “Policy Officer” /
Poste vacant pour le profil d’emploi “ Chargé de Politique ”

DIRECTORATE/DIRECTION	N° post SYSPER2	Division	Comments
EEAS.K “Security policy & Conflict Prevention”	155609	EEAS.K.3 “Security policy”	Libre à partir de/vacant as of 16/8/2015

END/SNE – JOB DESCRIPTION

Job Framework

Job Title: END/SNE – Security Policy Officer

Job Location: EEAS HQ – Brussels

Job Number: 155609

Area of activity: K3 (Security Policy)

Category: AD

Duration of secondment: Two years

Job Content

Overall purpose

Main tasks and responsibilities would be to:

- Contribute to the elaboration and further development of EU policies and activities in the area of external security in particular in relation to horizontal security issues and those pertinent to the EU neighbourhood.
- Political relations within the EU and Member States in relation to these issues.
- analysis and reporting in relation to horizontal security issues and those pertinent to the EU neighbourhood.

Main Functions and Duties under the supervision of the Head of Division.

- Prepare and/or contribute to policy documents related to this area, in close cooperation with geographic services and with other institutions, member states and international organisations, as appropriate, including inter-institutional decision-making process
- Seek to ensure coordination, complementarities and synergies with measures under other thematic and geographic instruments as well as with CFSP actions. Contribute to developing awareness and capacities within the EEAS and other services, provide policy guidance.
- Prepare briefings, notes and other documents as required for the senior officials and political level.
- Contribute to the programming cycle of the Instrument for contributing to Stability and Peace (IcSP) including the elaboration of basic legislation, strategy papers and multi-annual indicative programmes related to the IcSP.

The ideal candidate should:

- Have knowledge and experience in the elaboration and implementation of external security policies and security issues in the European neighbourhood.
- Have excellent analytical and drafting abilities together with sound political judgement.
- Have strong inter-personal and networking skills, given the importance of building relationships of trust with a wide range of EEAS and Commission colleagues, as well as external players.
- The ability to work under pressure when necessary and to prioritise effectively when dealing simultaneously with multiple tasks, ready to deal also with other security related issues

Job Requirements

Education and Training: University diploma

Knowledge and Experience: Experience of at least 3 years in external security at an institutional level, with analysis and reporting skills; knowledge of the EU institutions and EU external policies;

Solid policy making experience and competence in one or more of the relevant fields: knowledge of the EU policy making processes and decision-making procedures;

Have a recognised security clearance.

Skills

Linguistic skills: Excellent written and oral English, French is an asset.

Communication skills: Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.

Ability to translate scientific or/and expert level information into input to policy papers and draft/make oral presentations in a synthetic manner;

Interpersonal skills: Ability to work professionally as a member of the Division, in taskforces and working groups with mixed composition; and willingness to travel frequently and at short notice;

To maintain the highest standards of personal integrity and impartiality. 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.

Intellectual skills: Have strong organizational skills, ability to work under pressure within short deadlines and heavy workload and to manage multiple tasks and unexpected demands;

Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

Personal Qualities

Dynamic. Motivated and flexible personality. To adapt quickly to new situations and deal with new challenges.