

Seconded National Expert (co-financed)
at the European External Action Service (EEAS)
of the European Union
Civilian Planning and Conduct Capability (CPCC)
- Operational Planner -

Job description (job no 165574)

A. Tasks

Under the authority of the Head of the Operational Planning Section of CPCC, the Seconded National Expert/Planner is expected to perform the following tasks:

- Contribute to advance planning as well as to all steps in operational planning for civilian CSDP missions (CONOPS, new OPLANs, support to reviews and revisions of existing OPLANs), as directed, and contribute to developing and maintaining related methodology and best practice;
- Help prepare and take part in the discussions of the working parties and committees concerned with the above areas, especially the Committee for Civilian Aspects of Crisis Management, the Political and Security Committee, Relex Counsellors, Coreper and Council, including through drafting notes or any other documents relating to the discussions;
- Contribute to the identification and planning/selection of mission personnel;
- Maintain close contact with relevant services within the EEAS, including the services of the DSG for CSDP, Crisis Management Planning Department, EU Military Staff, IntCen, OpCen, relevant geographic and thematic MDs and EUSR offices as well as with the Commission and Member States services for the purpose of the assigned tasks;
- Maintain contact with the UN, African Union, Arab League, the OSCE, the CoE, other international organisations and third countries, for the purpose of the assigned tasks;
- Contribute to lessons learned process, crisis management exercises and other work related to best practice, improved methodology/standardisation as directed by the Head of Section;
- Contribute to the assessments, strategic reviews, support to revision of CONOPSs and OPLANs/refocusing of civilian CSDP missions by providing planning methodology advice;
- Contribute to lessons learned processes, exercise preparations and other work related to best practice, improved methodology and standardisation as directed by the Head of Section;
- Provide briefing notes, reports, assessments, analysis, draft policy decisions/suggestions in the area of competence especially on planning of civilian CSDP missions, overall planning methodology and process.

B. Qualifications and Experience

- Have a University degree that is relevant for the post, preferably in the fields of security policy, police and criminal justice cooperation, or equivalent professional education;
- Have proven well recorded experience in law enforcement and/or criminal justice related responsibilities, ideally also from international assignments;
- Have a proven well recorded experience of strategic/operational work in the planning field (civilian and/or military) would be an asset;
- Have a good knowledge of EU civilian crisis management mechanisms;
- A past experience within an EU CSDP mission is appreciated.
- Have a notion of the procedures and workings of the EEAS ;
- Have a good knowledge of the European Union's external action mechanisms, in particular CSDP;
- Have a solid understanding of operational planning principles, ideally obtained through attendance of a strategic planning course;
- Have previous experience in crisis management; experience in the field would be an asset;
- Overall knowledge of EU project management skills (external actions including development) and EU Justice and Home affairs policy and cooperation (including work of relevant agencies – Europol, Frontex, CEPOL and Eurojust) would be a great asset.
- Fluent English compulsory (regarding civilian CSDP missions especially in West and Central Africa fluent French is compulsory). Knowledge of French or any other EU working language would be an asset.

C. Requirements/skills

- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgement;
- Have strong organisational and managerial skills, sense of initiative and ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Have excellent interpersonal skills;
- Have ability to work in interdisciplinary and intercultural teams;
- To be prepared to travel on mission to current or potential crisis areas and to do so at short notice;
- 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;
- National security clearance at EU SECRET level. Such clearance needs to be obtained from the competent authorities before secondment to the EEAS. The validity of the clearance should cover the entire period of the secondment. In the absence thereof, the EEAS reserves the right to refuse the candidate's secondment as a 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.

**[For more information related to the selection, please contact Mr Michael Merker,
tel.: +32 2 584 6684 ; e-mail: Michael.Merker@eeas.europa.eu]**