

**Seconded National Expert (cost-free)
at the European External Action Service (EEAS)
of the European Union**

Civilian Planning and Conduct Capability (CPCC)

- Human Resources Expert -

Job description (job no. 190679)

A. Tasks

- Support force generation and management of personnel for civilian CSDP Missions, in particular the selection and recruitment process and facilitate deployment with the contributing States;
- Contribute to the development of job descriptions and Calls for Contributions for all CSDP Missions;
- Handle all issues related to the personnel statistics for the Call for Contributions;
- Ensure correct filing of all data related to the Call for Contributions;
- Contribute to the development of Human Resources related Standard Operational Plans (SOP's);
- Assist and provide advice to both Civilian CSDP Missions and CPCC on Human Resources related matters;
- Attend internal and external meetings and participate in short-term Missions;
- Participate in the planning and execution of civilian CSDP Missions.

B. Qualifications and Experience

- University Degree (minimum 3 years full time study) in Human Resources, Law, Business Administration or in other relevant field;
- Equivalent military/police education in the aforementioned fields can be considered as appropriate;
- To have a minimum of 6 years of broad professional experience in legal, administrative and operational aspects of Human Resources and training;
- Previous experience as Human Resources Officer in a CSDP Mission is highly desirable;
- Thorough knowledge of MS Office Excel and Word in particular;
- To have experience in the implementation of EU processes and regulations in Human Resources desirable;
- International experience, particularly in crisis areas with multi-national and international organizations desirable;
- Fully fluent in written and spoken English. Knowledge of French will be an asset;
- Skills in word processing, spreadsheets, presentations software, Internet/Intranet, use of email systems are essential. Knowledge of database software is a must. Knowledge of other IT tools will be an asset.

C. Requirements and Skills

- 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;
- To be able to work professionally as a member of the section and of the Division, in task forces and working groups with mixed composition (other mission-support related tasks as well as with police, judicial, civilian and military staff), in an interesting but challenging environment with unpredictable working hours and a considerable workload. Willingness to travel frequently and on short notice into Mission and conflict is also essential;
- To respect deadlines which are normally posed under high pressure from the Missions and Member States;
- To have or obtain a national security clearance at the level of EU SECRET.

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 Guy Ledoux,
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