Seconded National Expert (cost-free)

**at the European External Action Service (EEAS)
of the European Union**

Civilian Planning and Conduct Capability (CPCC)

- Communications and Information Systems (CIS) Expert-

Job description (job.no 186173)

A. **Tasks**

Under the direct supervision of the Head of the Mission Support Division, the Communications and Information Systems (CIS) Expert is expected to perform the following tasks:

- Develop, prepare, co-ordinate and monitor overall CIS plans including forecasting, priorities or requirements, and resolution of urgent operational needs of Civilian CSDP Missions.
- Take the lead in the development of CIS related policies and procedures (SOP) for Civilian CSDP mission support.
- Verify the needs of CIS equipment and/or services specifically required by the Missions
- Contribute to the relevant work aimed at the definition of CIS standard equipment for Civilian CSDP Missions.
- Contribute to the relevant work aimed at the definition of technical specifications and terms of reference for the launch of Framework contracts and other means of acquisition.
- Monitor and co-ordinate all multifunctional CIS requirements with Civilian CSDP missions.
- Act as liaison between Civilian CSDP missions and relevant EEAS services and CPCC in regard to CIS matters.
- Advice the management and personnel of Civilian CSDP Missions on CIS issues and structures to ensure that they are at all times adequate to meet the CPCC demands.
- Participate in Technical Assessment Missions.
- Organise and chair Civilian CSDP CIS meetings.
- Be responsible for the production of reports concerning CIS issues of Civilian CSDP Missions, proposing/recommending changes and improvements, ensuring accuracy and comprehensive policies and guidelines to the CIS aspects.

B. Qualifications and Experience

- Have experience with international working environment. Experience with CSDP Missions in the field of CIS is a distinct advantage.
- Have a University Degree, either Civil or Military, in Applied Information Technologies, IT-Engineering, or IT-Management.
- Have contemporary awareness of different CIS products and services markets and industrial business networks.
- Experience in working at middle/and upper level management in CIS and IT related matters would be an advantage.
- Have solid large scale project management and implementation skills.
- Have minimum of 8 years of overall professional experience in the above-mentioned tasks related to CIS ant IT-Management, be it in large private or in public institutions, international organisations, NGOs or other similar actors.
- Have knowledge of the EU, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).
- Have demonstrable good skills in word processing, spread sheets, presentations software, Internet/Intranet, use of email systems are essential.
- Have a understanding about Enterprise Resource Planning systems (ERP)
- Have a thorough command of English both written and spoken.

C. Other requirements/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 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 areas is also essential.

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,

tel.: +32 2 584 3323; e-mail: Guy.Ledoux@eeas.europa.eu]

———————————