

ANNEX

**Seconded National Expert (cost-free)
at the European External Action Service (EEAS)
of the European Union
Civilian Planning and Conduct Capability (CPCC)
- Political Advisor/Expert (EULEX KOSOVO)**

Job description (job no.178343)

A. Tasks

Based in Brussels and under the direct supervision of the Head of Division "Conduct of Operations" through a geographical Head of Sector in the CPCC, the Policy Officer is expected to perform the following tasks in relation to the EULEX KOSOVO Mission (including the Specialist Chambers and the Specialist Prosecutor's Office):

Strategic/policy analysis and advice:

- Prepare, take part and, as appropriate, represent CPCC in the discussions of working parties and committees concerned with the above areas, especially the Committee for Civilian Aspects of Crisis Management.
- Prepare and contribute to analytical notes, reports, briefing notes, speeches or any other document for the HR/VP, CPCC hierarchy as well as EEAS management and services.
- Draft notes or any other documents relating to the Mission
- Follow closely the development of EU policy concerning the mission area and contribute to policy-making process and decisions as relevant.

Liaison with Member States, EU institutions and other stakeholders:

- Act as a focal point for the Mission, maintain contact with the relevant services within the EEAS, including CMPD and the Military Staff and relevant EUSR offices, and within the Commission and Council Secretariat, for the purposes of CSDP operations;
- Maintain contact with representatives of Member States and contributing Third States;
- Maintain contact with relevant international stakeholders (such as the UN, the OSCE, the Council of Europe, other international organisations and the Third States).

Conduct of Operations:

- Oversee day-to-day conduct of the Mission and verify the implementation of the Mission mandate, including by providing political and strategic expertise, maintaining records of all significant operational matters; visiting the Mission on a regular basis.
- Contribute to the formulation of directives and instructions.
- Provide political and operational advice to the relevant enabling and support services (e.g. MSD, FPI, Security Office, Legal service) to ensure appropriate support to the operations of the Mission.

Planning:

- Contribute to assessment and any refocusing of the Mission, as required, by providing operational expertise inter alia through reports, briefing notes and analytical summaries.
- Contribute to the strategic review of the Mission.
- Contribute to horizontal discussions related to development of CSDP policy and CSDP tools in general.
- Contribute to public information activities of the EEAS in the CSDP area.
- Carry out any other task as required.

B. Qualifications and Experience

- University degree in political/social sciences or a related area relevant to the post.
- At least 5 years relevant professional experience desirable.
- Knowledge of the EU, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).
- Excellent level of written English.
- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in a political advisory capacity; experience in dealing with civilian CSDP Missions would be an asset.

C. Requirements/Skills

- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgement.
- Strong organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands.
- Excellent analytical skills.
- Excellent drafting skills.
- Excellent interpersonal skills.
- Ability to work in interdisciplinary and intercultural teams.
- Willingness to travel frequently and on short notice into mission and conflict areas also essential.
- 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 Ms Mercedes Garcia-Perez, tel.: +32 2 584 6486, fax: +32 2 584 3666; e-mail: Mercedes.Garcia-Perez@eeas.europa.eu]
