

**EEAS**

**NOTICE OF VACANCIES**

For 1 post of

**Co-financed SECONDED NATIONAL EXPERT**

**in EEAS – EUROPEAN EXTERNAL ACTION SERVICE**

**Central contact point for applications by e-mail:**  
**Division EEAS.BA.HR.2 – [SNE-HQ@eeas.europa.eu](mailto:SNE-HQ@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	Comments
<b>EEAS.POL.PSC</b> <b>“Chair of Political and Security Committee”</b>	173406	Libre/Vacant

## **END/SNE – JOB DESCRIPTION**

### **Job Framework**

**Job Title:** END/SNE

**Job Location:** EEAS Headquarters, Brussels, Belgium

**Job Number:** 173406

**Area of activity:** Directorate G Political Security Committee Chair /CIVCOM and PMG

**Category:** AD

**Duration of secondment:** 2 years (with possibility of extension)

### **Job Content**

**Overall purpose:**

Under the direct supervision of the CIVCOM and PMG Chairs to assist them in the preparation and follow-up of CivCom and PMG meetings as well as supporting the Chairs during the meetings as needed. He/she will also be liaising with other EEAS services, in particular the PSC team.

**Functions and Duties:**

- Assist the CivCom and PMG Chairs, as appropriate, in preparations, conduct and follow-up of CivCom and PMG meetings as well as during the works of Council bodies (ie. RELEX, PSC, COREPER, Council) relating to CSDP issues.
- Support the Chairs in reporting from PMG, CivCom, PSC, COREPER and Council as appropriate and when necessary.
- Liaise with CivCom and PMG delegations, respond to queries relating to CivCom and PMG meetings and on-going discussions.
- Liaise with the PSC team and assist, in absence of PMG or CivCom Chair, the PSC Chair in the PSC meeting when CSDP issues are discussed.
- Liaise with EEAS Directorates and Divisions in the preparation of CivCom and PMG meetings and, if required, PSC meetings.
- Organise and maintain relations, co-ordination and contacts with the other EU Institutions and Agencies, notably the General Secretariat of the Council, the European Commission and EDA.
- Deputise for CivCom and PMG Chairs in internal and external meetings, as appropriate.

### **Job Requirements**

**Education and Training:** University diploma law, political science, economy, business administration or any other related issue

**Knowledge and Experience:** Experience of at least 5 years in external relations at institutional level, analysis and reporting; Thorough knowledge and experience of the Union's CFSP and in particular CSDP structures; Knowledge of PMG, CivCom, PSC an asset; Knowledge of EU institutions, related decisional processes; EU external action and related EU external policies;

A valid security clearance is essential as CivCom, PMG and PSC work entails handling of classified documents.

### **Skills**

**Linguistic skills:** Capacity to write and speak in English and French is required.

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

Interpersonal skills:

Excellent diplomatic skills a necessity. Excellent interpersonal and communication skills in order to maintain professional relations with internal and external interlocutors. A good team spirit with a shared sense of commitment and responsibility to the team. Flexibility and ability to work on multiple tasks simultaneously.

Intellectual skills:

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.