

JOB DESCRIPTION FORM - SNE
CMPDA.3 - job no. 167588

I. IDENTIFICATION OF THE JOB

Type of post:	Seconded National Expert
Job title:	Strategic Planner
Function group and grade bracket:	
Entity:	Crisis Management and Planning Department (CMPD) Integrated Strategic Planning Division
Sensitive post:	
Specialised post:	Yes
Security clearance:	SECRET EU

II. TASKS

Under the authority of the Head of Section, within the Integrated Strategic Planning Division, and in cooperation with other Departments concerned within the European External Action Service (EEAS), the expert will plan and monitor European Union CSDP missions at strategic level and carry out the tasks outlined below:

- Conduct planning at politico-strategic level, develop planning documents (option papers, crisis management concepts, strategic analysis papers, strategic reviews, council decisions) and to that end, coordinate inputs from other relevant EU interlocutors, and Member States;
- Coordination with CSDP Missions and Operations on strategic aspects;
- Coordination with other international organisations and with the host country;
- Conduct of Strategic Reviews of CSDP Missions and Operations;
- Assist with the preparation of meetings of the Council and of its preparatory working parties;
- Represent the Head of Division or Section at meetings of the Political and Security Committee and the preparatory groups/working parties;
- Lead and conduct or participate in missions to the field (including fact finding missions) and be responsible for preparing respective reports
- Ensure internal coordination within the EEAS and other EU institutions, including through organising relevant ad hoc task forces;
- Other tasks and duties in the interest of service.

III. QUALIFICATIONS AND EXPERIENCE REQUIRED

- university diploma;
- ten years' professional experience in the field of crisis management including, ideally, some professional experience in multinational or civ-mil organisations;
- have practical experience of planning at a strategic level;
- thorough knowledge of one EU language and satisfactory knowledge of another one are required; in practical terms, in order to perform required duties, that means an excellent command of written and oral English, in particular good report-writing skills; good knowledge of written and oral French is desirable;
- good computer skills are essential, notably in word processing, spreadsheets, presentations software, Internet / Intranet and email systems. Knowledge of other IT tools would be an asset.
- Being HEAT trained prior to taking up duties would be appreciated.

IV. CONDITIONS/ SKILLS REQUIRED

- have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement;
- have good organisational and managerial skills, the ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- have excellent negotiating skills in a multinational environment;
- have the ability to work professionally as a member of the division, in mixed-composition task forces and working groups, in an interesting but challenging environment with unpredictable working hours and a considerable workload. A willingness to travel frequently and at short notice to mission in conflict areas is also essential;
- maintain the highest standards of personal integrity, impartiality and self-discipline. The expert must exercise the greatest discretion with regard to all facts and information coming to his/her knowledge in the performance of his/her duties;
- be physically fit and in good health without any physical or mental problems;
- national security clearance at EU SECRET level. Such clearance needs to be obtained from the competent authorities before secondment to the European External Action Service. It must be valid for the entire period of secondment. In its absence, the EEAS reserves the right to refuse the secondment as a national expert.

V. GENERAL CONDITIONS

National experts must be nationals of one of the Member States of the European Union and enjoy full rights as citizens.

The EEAS applies an equal opportunities policy.