

**JOB DESCRIPTION FORM SNE**  
**CMPD.2 (job no. \_\_\_\_\_)**

**I. IDENTIFICATION OF THE JOB**

Type of post:	Seconded National Expert (cost-free)
Job title:	Policy Officer – Crisis Management Exercises under CFSP
Function group and grade bracket:	
Entity:	Crisis Management and Planning Directorate (CMPD) Capabilities, Concepts, Training & Exercises Division
Specialised post:	Yes
Security clearance:	SECRET EU/NATO

**II. TASKS**

Under the authority of the Head of Division Capabilities, Concepts, Training & Exercises Division, the Policy Officer will contribute specifically to EU PACE17, Multilayer 18 and inter alia to:

- Preparation and conduct of specific EU exercises and exercise related activities;
- Participation in non-EU exercises to which the EU has been invited, particularly those promoting cooperation with NATO;
- Development and revision of the EU exercise policies and concepts;
- Development, coordination and revision of the EU exercise programme;
- Evaluation and reporting process of EU exercises.

In the course of his/her assignment, the selected candidate may be charged with other tasks and duties in the interest of service, as directed by his/her Head of Unit and/or Director.

**III. QUALIFICATIONS AND EXPERIENCE REQUIRED**

Essential:

- be a Military Officer or Civilian (OF2/3 or equivalent ) of a EU Member State;
- national or multinational staff experience in operational planning;
- substantial experience of operations and exercises at the strategic, operational and tactical level;
- good knowledge of EU CFSP/CSDP concepts;
- good knowledge of EU NATO relations;
- good working knowledge and competence in the use of current IT tools.

Desirable:

- Previous international staff experience;
- experience in the POL/MIL environment;
- experience in a CSDP Mission/Operation;
- Graduate of the CSDP Orientation Course.

Language Proficiency:

Essential: Thorough working knowledge of English

Desirable: Good working knowledge of French.

#### **IV. CONDITIONS/ SKILLS REQUIRED**

The expert should have the ability to:

- produce high quality work with limited supervision and to limited timescales;
- coordinate complex joint projects with the Council and Commission services as well as relevant EU agencies;
- attend high level meeting and draft accurate reports;
- communicate effectively in English both orally and in writing.
- cope with complex exercise scenarios.

National security clearance at SECRET UE level is required. 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.