

**JOB DESCRIPTION FORM CIVILIAN SNE**  
Service – job title (job no. 155609)

**I. IDENTIFICATION OF THE JOB**

Type of post:	Seconded National Expert
Job title:	Security Expert
Entity:	EEAS/SECPOL.3/Strategy Sector
Sensitive post:	
Specialised post:	Yes
Security clearance:	SECRET EU

**II. TASKS**

Under the authority of the relevant Head of Strategy Section within the Security Policy Division, and in cooperation with other Directorates concerned within the European External Action Service (EEAS), the expert will provide security and financial expertise and carry out the tasks outlined below:

- Overall responsibility monitoring and reviewing the IcSP, financial EEAS instrument to contribute to security and peace;
- Contribute to the elaboration and further development of EU policies to address external security threats in the area of Chemical, Biological, Radiological and Nuclear (CBRN) risk mitigation, including contribution to the programming of the IcSP instrument in this field;
- Acting as a point of contact for the whole Security and Defence Sector under DSG Serrano, mainstreaming security and defence priorities within the financial programmes mostly DG DEVCO and DG NEAR programmes of cooperation and capacity building;
- Prepare and monitor the dialogue on Security and Defence dimension, establish and maintain regular contacts and exchanges with EU Institutions, Delegations, Member States, Third countries, public/private organisations, Civil Society at large;
- Responsibility for a number of files related to EU-NATO cooperation with third countries as well as the synthesis, under the Head of Sector, of the security and defence aspects for all bilateral security dialogues between the EEAS and its strategic partners.

**III. QUALIFICATIONS AND EXPERIENCE REQUIRED**

Experience of at least 5 years in the above mentioned areas at institutional level, with analysis and reporting skills; knowledge of EU institutions, related decisional process, CFSP, EU-NATO, EU external action and related EU external policies;

Strong policy making experience and competence in one or more of the relevant fields; knowledge of the EU policy making processes and decision-making procedures; understanding of inter-relations in external and internal security dynamics and relevant policy experience;

Have security clearance at minimal level SECRET EU.

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

Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment;

Capacity to work in the languages of CFSP and external relations necessary for the performance of the duties (capacity to write and speak in English and French)

Ability to translate scientific or/and expert level information into input to policy papers and draft/make oral presentations in a synthetic manner;

Ability to work professionally as a member of the section, in taskforces and working groups with mixed composition; and willingness to travel frequently and at short notice;

Highest standards of personal integrity and impartiality. To exercise greatest discretion with regard to all facts and information coming to his/her knowledge;

Have strong organizational skills, ability to work under pressure within short deadlines.

#### **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.