

JOB DESCRIPTION FORM CIVILIAN SNE

I. IDENTIFICATION OF THE JOB

Type of post:	Seconded National Expert
Job title:	Political Assistant to the Deputy Secretary General
Entity:	Deputy Secretary General for CSDP and Crisis Response
Job number:	257583
Sensitive post:	
Specialised post:	No
Security clearance:	SECRET EU

II. TASKS

The Deputy Secretary General for CSDP and Crisis Response provides strategic direction to the work of the EEAS and the High Representative for Foreign Policy and Security (HRVP) on CSDP and crisis response issues, notably in the implementation of the EU Global Strategy in the field of security and defence. The role of political assistant to the Deputy Secretary General (DSG) for CSDP and Crisis Response involves supporting and coordinating the work of the DSG, and maintaining an overview of the work of the EEAS in all relevant policy fields, including management of civilian and military CSDP missions and operations; EU work on counter-terrorism, cyber defence and space policy; partnerships with third countries and cooperation with the UN, NATO and AU and other regional organisations in the area of security and defence; conflict prevention, mediation and the EU's Integrated Approach; and the EU's engagement in priority regions/countries on security and defence issues including the Sahel region, Libya and the Horn of Africa and the Western Balkans.

Main tasks would include:

- Support the DSG on key policy areas and in his daily work: prioritise work and commitments; coordinate, review and draft briefing material; attend and follow up on meetings; prepare speaking material; accompany the DSG to meetings and on missions abroad as and where necessary;
- Ensure follow up on work within the Directorates under the DSG's responsibility through allocating and assigning tasks; managing and coordinating delivery and output;
- Provide policy advice and input on specific files;
- Attend and manage meetings, on the DSG's behalf where appropriate, and ensure their follow-up ;
- Liaise with the office of the EEAS Secretary General, Cabinet of the HRVP and other senior management in the EEAS and Commission as appropriate;
- Liaise with Member States' representatives in Brussels;
- Develop and maintain a network of contacts across the Institutions and in Brussels;

III. QUALIFICATIONS AND EXPERIENCE REQUIRED

Diplomatic experience (minimum 2/3 years)

Knowledge of the EEAS and the EU Institutions

Knowledge/experience in the field of CSDP/crisis management

IV. CONDITIONS/ SKILLS REQUIRED

Ability to work in a fast-paced multi-cultural and multilingual environment and to manage competing demands and time pressures

Excellent drafting skills (EN; + FR an asset)

Sound political judgement

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.