

JOB DESCRIPTION FORM CIVILIAN SNE
Service – job title (job no. 270001)

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 policy expertise (including programme planning and financial knowledge), including for the tasks outlined below:

- Drawing on national and multilateral knowledge contribute to the development of EU security policy by producing "horizontal" horizon scanning papers on strategic security issues relating to the EU/EEA Global Strategy either as tasked by Management, or on own initiative, to help drive policy formulation and planning, especially on issues such as threats, risks, priorities and supporting resources (including advancing EU/NATO relations and EU/Asia).
- Seek to mainstream security policy and the security and defence elements of the strategy into future EU action, especially with the EEAS Geographical divisions, with EU Delegations and with Member States; develop and support sub-strategies (e.g. Hybrid threats, EDAP) where appropriate, and support division colleagues (who focus on maritime, cyber, CBRN).
- Support the EEAS with expertise in the EU policy making in particular with regard to ongoing processes and events in cyberspace issues such as the implementation of the EU Cyber Security Strategy, Cyber security dialogues with third countries; facilitating the formulation of common EU positions etc. This should involve contributing to the elaboration and further development of EU policies and activities in the area of external security in particular in the area of cyber security, in close cooperation with geographic services and with other institutions, member states and international organisations, as appropriate, including inter-institutional decision-making process.
- Champion the security and defence related aspects that must/should feature in the EU/EEA Eastern Neighbourhood Policy programming activities and Instrument for Building Stability, to ensure consistency with the EU Global Strategy and highlight the wider security connections and challenges across, and beyond, these countries/regions.
- Post requires some travel within and outside EU.

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 / or 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.