

**Seconded National Expert (cost-free)**  
**at the European External Action Service (EEAS)**  
**of the European Union**

**Civilian Planning and Conduct Capability (CPCC)**

**- Human Resources Expert –**  
**(job no. 316453)**

Job description

**A. Tasks**

Under the direct supervision of the Head of Mission Support Division in CPCC, the Human Resources Experts are expected *inter alia* to perform the following tasks:

- Contribute to the implementation of the IT HR related projects in the field of recruitment and selection;
- Devise and manage a regular project reporting mechanism for the HR team and relevant business leaders;
- Engaging with cross-functional stakeholders, supporting the coordination and implementation of HR projects;
- Supporting and creating reporting instruments including project scorecards and the KPI's for the HR projects;
- Draft user Manual(s) and other supporting documents in regards to the HR database software;
- Analyse HR reports from CSDP missions and make proposals for further action that would increase effectiveness and better planning and use of resources;
- Contribute to the development of Human Resources related Standards;
- Assist and provide advice to both Civilian CSDP Missions and CPCC on Human Resources related matters;
- Attend internal and external meetings and participate in short-term Missions;
- Participate in the planning and execution of civilian CSDP Missions;
- Develop horizontal Human Resources policies and procedures.
- Other tasks as directed by the Head of Division.

**B. Qualifications and Experience**

- University Degree (minimum 3 years full time study) in Human Resources, Law, Business Administration or in other relevant field;
- A minimum of 6 years of broad professional experience in drafting and implementing human resources policies and procedures, with focus on development and implementation of human resources IT tools;
- Experience and proven track record in successfully delivering human resources projects, especially in the field of IT HR software development;
- Previous international experience in the human resources field is highly desirable;
- Training in Project Management Methodologies is highly desirable;

### **C. Requirements and Skills**

- Knowledge of database software for human resources management is a must.
- Project management knowledge and skills is a must;
- Knowledge and skills in word processing, spreadsheets, presentations software, Internet/Intranet, use of email systems is a must;
- Fully fluent in written and spoken English is a must. Knowledge of French will be an asset;
- Maintain the highest standards of personal integrity and impartiality and exercise greatest discretion with regard to all facts and information coming to his/her knowledge in the course of or in connection with the performance of his/her duties;
- Ability to work professionally as a member of the section and of the Division, in task forces and working groups with mixed composition (other mission-support related tasks as well as with police, judicial, civilian and military staff), in an interesting but challenging environment with unpredictable working hours and a considerable workload. Willingness to travel frequently and on short notice into Mission;
- Ability to build trusting relationships with colleagues, managers, and leaders throughout the organization as well as Member States representatives;
- Ability to organize and multi-task, includes planning, scheduling and coordinating
- Ability to motivate and influence across different levels
- Capacity to respect deadlines which are normally posed under high pressure from the Missions and Member States;
- To have or obtain a national security clearance at the level of EU SECRET.

### **D. General conditions**

- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen.
- The European Union institutions apply a policy of equal opportunities and accept applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

**[For more information related to the selection, please contact Mr Stefan Huber,  
tel.: +32 2 584 4066; e-mail: [Stefan-Alois.Huber@eeas.europa.eu](mailto:Stefan-Alois.Huber@eeas.europa.eu)]**

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