

**JOB DESCRIPTION FORM co-financed SNE**  
ISP.3 - job no. 303149

**I. IDENTIFICATION OF THE JOB**

Type of post:	Seconded National Expert
Job title:	Police/Rule of Law Strategic Planner
Function group and grade bracket:	
Entity:	Integrated Approach for Security and Peace Directorate Integrated Strategic Planning for CSDP and Stabilisation Division (ISP.3)
Specialised post:	Yes
Security clearance:	SECRET EU

**II. TASKS**

Within the Integrated Strategic Planning for CSDP and Stabilisation Division, and in cooperation with other Departments concerned within the European External Action Service (EEAS) and other concerned EU Institutions, the expert will plan and monitor European Union CSDP missions at politico-strategic level, in particular the EULEX Kosovo Mission, and also contribute as ISP.3 Police/Rule of Law Expert on the "internal and external security nexus". The expert will carry out the tasks outlined below:

- Conduct planning at politico-strategic level, develop planning documents (option papers, crisis management concepts, strategic analysis papers) and to that end, coordinate inputs from other relevant EU interlocutors;
- Coordinate with CSDP Missions on strategic aspects;
- Liaise and establish working relationships within the EEAS, the General Secretariat of the Council of the EU, the European Commission and with diplomatic representatives and officials of EU Member States and other stakeholders on matters such as Rule of Law, Sector Security Reform (SSR), the external dimension of Justice and Home Affairs (e.g. EUROJUST, EUROPOL, and the European Border and Coast Guard Agency);
- Coordinate with other international organisations such as the UN, the AU, OSCE, or NATO, Third States, and with the host country;
- Draft strategic reviews and strategic analysis of CSDP missions;
- Contribute to draft concept notes on specific elements related to the Strengthening of Civilian CSDP ("Compact") in the framework of the EU's joined-up response to instability and crises;
- Assist with the preparation of meetings of the Council and of its preparatory working parties;
- Represent the Head of Division or Sector at meetings of the Political and Security Committee and the preparatory groups/working parties;
- Lead and conduct or participate in missions to the field (including fact finding missions) and be responsible for preparing respective reports;
- Ensure internal coordination within the EEAS, including through organising Crisis Response Coordinating Teams;
- Provide police and Rule of Law expertise to the Integrated Strategic Planning for CSDP and Stabilisation Division.
- Fulfill other tasks and duties in the interest of service.

### **III. QUALIFICATIONS AND EXPERIENCE REQUIRED**

- University diploma;
- At least ten years of professional experience in the field of police/rule of law aspects, including professional experience in national, international and crisis management environment;
- Have practical experience of planning at a strategic level, in particular on police/ rule of law aspects;
- Deployment within a CSDP/OSCE/UN/NATO mission/operation as well as knowledge of the EU's functioning in general and of CSDP in particular would be an asset.
- Thorough knowledge of one EU language and satisfactory knowledge of another one are required; in practical terms, in order to perform required duties, that means an excellent command of written and oral English, in particular good report-writing skills; good knowledge of written and oral French is required;
- Good computer skills are essential, notably in word processing, spreadsheets, presentations software, Internet / Intranet and email systems. Knowledge of other IT tools would be an asset.

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

- Have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement;
- Have good organisational and managerial skills, the ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- Have excellent negotiating skills in a multinational environment;
- Have the ability to work professionally as a member of the division, in mixed-composition task forces and working groups, in an interesting but challenging environment with unpredictable working hours and a considerable workload.
- Having willingness to travel frequently and at short notice to mission in conflict areas is also essential;
- Maintain the highest standards of personal integrity, impartiality and self-discipline. The expert must exercise the greatest discretion with regard to all facts and information coming to his/her knowledge in the performance of his/her duties;
- Have a national security clearance at SECRET UE level. Such clearance needs to be obtained from the competent authorities before secondment to the EEAS. 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.