

JOB DESCRIPTION FORM - co-financed SNE
ISP.3 - job no. 29960

I. IDENTIFICATION OF THE JOB

Type of post:	Seconded National Expert
Job title:	Strategic Planner Middle-East, Iraq and Syria
Function group and grade bracket:	
Entity:	Integrated Approach for Security and Peace Directorate Integrated Strategic Planning for CSDP and Stabilisation Division (ISP.3)
Sensitive post:	Yes
Specialised post:	Yes
Security clearance:	SECRET EU

II. TASKS

The Integrated approach for Security and Peace (ISP) Directorate ensures effective coordination of the EU response throughout the different phases of a conflict, from early warning to political-strategic planning for crisis management and stabilisation. The ISP.3 division designs and evaluates the mandates of CSDP missions and operations at the political-strategic level through the development of Crisis Management Concepts and Strategic Reviews. ISP.3 also provides support and advice on security, defence, crisis management issues and stabilisation.

In this context, the strategic planner plays an essential role. Within the Integrated Strategic Planning for CSDP and Stabilisation Division (ISP.3) and in cooperation with all the other Departments concerned within the European External Action Service (EEAS) and all other relevant stakeholders (Political and Security committee, EU Military staff, EU Member States, EU Commission and etc.). The strategic planner for Middle-East, Iraq and Syria plans and monitors European Union CSDP missions at politico-strategic level in those regions and carries out the tasks outlined below:

- Conduct planning at politico-strategic level, develop planning documents (option papers, Crisis Management Concepts, strategic analysis papers, Strategic Reviews, Council Decisions) and to that end, coordinate inputs from other relevant EU interlocutors, and EU Member States;
- Coordination with CSDP Missions and Operations on strategic aspects;
- Coordination with other international organisations and with the host countries;
- Conduct of Strategic Reviews of CSDP Missions and Operations;
- Assist with the preparation of meetings of the Council and of its preparatory working parties;
- Represent the Head of Division or Head of Sector at meetings of the Political and Security Committee and the relevant 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 and other EU institutions, including through organising relevant ad hoc task forces;
- Other tasks and duties in the interest of service.

III. QUALIFICATIONS AND EXPERIENCE REQUIRED

- University diploma;
- Five years' professional experience in the field of crisis management including, ideally, some professional experience in multinational or civ-mil organisations;
- Have at least three years of practical experience of planning at a strategic level;
- Have experience and/or knowledge of CFSP and CSDP-related issues 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 desirable;
- 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;
- HEAT training prior to taking up duties would be appreciated.

IV. CONDITIONS/ SKILLS REQUIRED

- Have the ability to display sensitivity and sound judgement;
- Have good organisational skills, the ability to work under pressure with tight deadlines and to manage multiple tasks and unexpected demands;
- Have excellent negotiating skills and ability to maintain diplomatic relations and to ensure representation in a multinational environment;
- Have strong drafting and analytical skills;
- Have the ability to work in mixed-composition task forces and working groups, in a challenging environment;
- A willingness to travel to mission in conflict areas is also essential;
- Maintain the highest standards of personal integrity, impartiality and self-discipline;
- National security clearance at EU SECRET level. Such clearance needs to be obtained from the competent authorities before secondment to the European External Action Service. 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.