

JOB DESCRIPTION FORM co-financed SNE
ISP.5 Division – job no. 358436

I. IDENTIFICATION OF THE JOB

Type of post:	Seconded National Expert
Job title:	Policy Officer – Assistance Measures
Entity:	European Peace Facility, ISP5
Sensitive post:	Yes
Security clearance:	SECRET EU

Under the authority of the Head of Division for ISP.5, within the Directorate for the Integrated Approach for Security and Peace (ISPD), and in cooperation with other Directorates within the European External Action Service (EEAS), the policy officer will contribute to the identification and implementation of assistance measures (AM) funded under the European Peace Facility (EPF) and carry out the tasks and sub-tasks outlined below:

- Foster synergies with other actors involved in the field of EU external action;
- Assess proposals from MS and requests from potential beneficiaries for AM to be funded under the EPF and ensure coordination with other stakeholders;
- Conduct an initial identification process related to proposed AM, including through the participation in field missions in insecure areas;
- Draft Council Decisions and Concept Notes related to proposed AM;
- Attend and represent ISP.5 in meetings of relevant Council working groups;
- Ensure the monitoring and evaluation of ongoing AM in the field, including their impact on local populations, and prepare relevant reporting to the Council and other stakeholders.

III. QUALIFICATIONS AND EXPERIENCE REQUIRED

- University diploma law, political science, economy, business administration or any other related field.
- At least four years proven, pertinent professional experience in the field of external relations.
- At least four years of experience in areas relevant to the definition and implementation of support programmes or assistance programmes in the field of security, military and defence matters as a programme manager, ideally through the African Peace Facility
- Knowledge of EU-Africa Partnership on Peace and Security and experience in working with African institutions at continental, regional and national level.
- Have the capacity to work in languages of the CFSP and external relations necessary for the performance of their duties. Knowledge of other EU languages would also be an asset.
- Knowledge of EU institutions and functioning of the Union, CFSP/CSDP and broader EU external action including development assistance
- Good computer skills are essential, notably in word processing, spreadsheets,

presentations software 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 coordination skills, the ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands.
- Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
- Strong team spirit coupled with the ability for autonomous work.
- Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.
- Dynamic and entrepreneurial. Motivated and flexible personality that is able to work proactively and in teams.
- Must be willing to travel, including to difficult environments.
- Ability to coordinate (ad-hoc) teams (also for projects and missions).
- 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.
- 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.