

## EEAS Vacancy Notice

### Seconded National Expert in the Integrated Approach for Security and Peace Directorate (ISP)

#### Strategic Planner and POLAD to the Commander of Operation EUFOR ALTHEA in division ISP.3

**CO-FINANCED**

**AD level post**

**Job No 299685**

#### **We are:**

The European External Action Service (EEAS) supports the High Representative in the exercise of his mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), of representing the EU and of chairing the Foreign Affairs Council. It also supports the High Representative in his capacity as Vice-President of the Commission with regard to his responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

#### **We propose:**

The position of: Seconded National Expert

Job title: Strategic Planner and POLAD to the Commander of Operation ALTHEA

Entity: Integrated Strategic Planning and Stabilisation, ISP.3

#### Functions and Duties:

- 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 Member States;
- Coordination with CSDP Missions and Operations on strategic aspects;
- Coordination with other international organisations (including NATO and UN) and with the host country;
- Conduct of Strategic Reviews of CSDP Missions and Operations;
- Assist with the preparation for, and taking forward the outcomes of, meetings of the EU Political and Security Committee, Political and Military Group, the Committee of Contributors and the EU Military Committee;
- Lead and conduct or participate in missions to the field (including fact-finding missions) and be responsible for preparing respective reports, including documents and reports on Althea's Six Monthly Report and to the UN;
- Ensure internal coordination within the EEAS and other EU institutions;

The selected candidate will be involved in following Operation ALTHEA (EU military Operation in Bosnia and Herzegovina) and also function as the Political Advisor to the Operation Commander of ALTHEA, as part of the OHQ (EU Staff Group in Mons)

- Act also as POLAD to the Operation Althea Operation Commander;
- Brief the Operation Commander and accompany him to necessary visits to BiH, EUFOR ALTHEA and JFC EUCE Naples;
- Participate in initial and final coordination meetings for ALTHEA's Six Monthly Reports, and ensure coherence and comprehensive approach in reporting;
- Contribute to coherence in drafting the SMR, draft SMR related documents for Operation Commander and HR/VP;

- Draft the HR Report on the SMR reports and the reports on EUFOR's activity to the UN;
- Organise and chair the Committee of Contributors for ALTHEA;
- Follow the discussions on and the outcome of the Military Advices and the PMG recommendations as relevant;

In the course of his/her assignment, the selected candidate may be charged with other missions/tasks and duties in the interest of the service.

### **We are looking for:**

A dynamic, proactive and highly motivated colleague with very good analytical, drafting and communication skills and with a developed sense of service as well as with strong knowledge and experience in the areas of responsibility.

### **Legal basis:**

- This vacancy is to be filled in accordance with the EEAS Decision of the High Representative of the Union for Foreign Affairs and Security Policy HR DEC(2014) 01 of 04/02/2014 establishing the rules applicable to National Experts seconded to the European External Action Service.

### **Eligibility criteria:**

Candidates must:

- a) Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;
- b) Have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function groups AD or AST as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the Union<sup>1</sup> or, where justified in the interests of the service, professional training of an equivalent level.<sup>2</sup>;
- c) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties;
- d) Have a security clearance of minimum level **EU-SECRET/SECRET-UE** and **NATO** for the functions that he/she will carry out;
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;
- f) Remain subject to the social security legislation applicable to the public administration, international administration or entity which employs the SNE and which will assume responsibility for expenses incurred abroad. In case of posting to an EU Delegation, the employer certifies that the SNE is covered for medical expenses incurred at the place of secondment, as well as costs of repatriation on health grounds throughout the full period of secondment;
- g) Ensure that there is no conflict of interest and that he/she will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

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<sup>1</sup> Regulation (EEC, Euratom, ECSC) No 259/68 of the Council of 29 February 1968 (OJ L 56, 4.3.1968, p.1) and successive amendments.

<sup>2</sup> Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference, see: <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

## **Selection criteria:**

### **A. Qualifications and experience required**

- University diploma;
- At least ten years proven, pertinent professional experience in the field of crisis management including, ideally, some professional experience in multinational organisations;
- Practical experience of planning at a strategic level;
- Good knowledge of the Western Balkans and sound political knowledge and judgment;
- Some practical experience as a political adviser;
- 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;

### **B. Skills required**

- Have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement;
- Have good organisational 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 sometime unpredictable working hours. A willingness to travel frequently to mission areas is also essential.

### **C. Languages**

- Thorough knowledge of one EU working 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 spoken English, in particular good report-writing skills; good knowledge of written and spoken French is desirable;
- Knowledge of a Western Balkans language and of military operations would be an asset.

### **D. Personal Qualities**

- 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;
- Possess dynamic motivated and flexible personality Be able to adapt quickly to new situations and deal with new challenges, including missions in conflict area.

## **Equal opportunities**

- The EEAS is committed to an equal opportunities policy for all its staff and applicants. The EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

- Candidates with disabilities are invited to contact [SNE-CSDP@eeas.europa.eu](mailto:SNE-CSDP@eeas.europa.eu) in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure in equality of opportunities with other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1d.4 of the Staff Regulations.

### **Conditions of secondment**

SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer. The EEAS will provide for the allowances in order to contribute to cover the SNE's living expenses in the place of secondment on a flat-rate basis. These allowances shall not be construed as remuneration paid by the EEAS.

Duration of the secondment: initial period up to two years, renewable up to 4 years.

#### **Co-financed SNEs shall be entitled to:**

- daily allowance (~~144.31€~~ **calendar day**<sup>3</sup>) throughout the period of secondment;
- monthly allowance calculated on the basis of the distance between the place of origin (the employer's head office) and the place of secondment (**between 0 to 814.28 €month**<sup>4</sup>);
- reimbursement of travels take up duties/end of secondment on a flat-rate basis (if not paid by the employer).

The EEAS will cover:

- costs of professional travels (missions) incurred by the SNE posted in the EEAS HQ;
- accident insurance 24/7 for SNE (not family members).

Other costs such as removal costs, salary, insurance, schooling (other than the European School fee), etc. shall not be covered by the EEAS.

**Vacancy available from: immediately**

**Place of secondment: Brussels, Belgium**

**For further information, please contact:**

**Administrative questions:** [SNE-CSDP@eeas.europa.eu](mailto:SNE-CSDP@eeas.europa.eu)

**Selection and profile related questions:** Jacques FRADIN, Head of Division, +32 2 584 5784;

[Jacques.Fradin@eeas.europa.eu](mailto:Jacques.Fradin@eeas.europa.eu)

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<sup>3</sup> Daily allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2020) 60 of 09/12/2020

<sup>4</sup> Monthly allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2020) 60 of 09/12/2020