

**Seconded National Expert
at the General Secretariat of the Council of the European Union**

Civilian Planning and Conduct Capability

- Human Resources expert -

Ref.: END/2008/PESD/IO

Job description

A. Tasks

Under the direct supervision of the Head of Mission Support Section in CPCC, and assisting Council officials or temporary staff and carrying out his/her duties and behaving solely with the interests of the Council Secretariat, the **Human Resources Expert** is expected *inter alia* to perform the following tasks:

- To deal with the force generation and management of personnel - seconded and contracted - for civilian crisis management operations (CCMOs), supporting the selection and recruitment procedures and facilitate deployment activities with the Contributing Countries/Member States.
- To provide advice to CCMOs on personnel-related matters, supporting the planning, launching, conducting and administration of **human resources**.
- To carry out analysis of figures and statistics on mission personnel, obtained from the establishing reporting system.
- To follow up projects related to the Council Secretariat or CCMOs web sites, in particular concerning **job** advertisements and information on recruitment formalities.
- To liaise with the European Commission on CCMOs **human resources** aspects, thereby contributing to ensure synergies and complementarities among the EU instruments.
- To attend internal and external meetings and short-term missions, participate in planning and execution of civilian ESDP missions.
- To manage databases/lists of CCMOs personnel.
- To assist and provide advice to the Presidency, the SG/HR, Council committees, working groups and EUSR's Offices on CCMOs, as required on **human resources**-related matter.

- University Degree in **Human Resources**, Social Sciences or equivalent professional training. A relevant combination of academic qualifications and extensive experience in the area of **Human Resources** may be considered in lieu of an academic degree.
- Minimum of 10 years of overall professional experience, of which 5 years in international administrative and operational aspects of **human resources**.
- Substantive practical field experience from international organisations (e.g. EU, WEU, UN, OSCE, NATO) and crisis management/peacekeeping operations.
- Knowledge of the **EU**, particularly related to the Common Foreign and Security Policy (CFSP), including the European Security and Defence Policy (ESDP).
- An experience in HR or Administration of an **EU** ESDP mission will be an asset.
- Must be fully fluent in written and oral English language. Sound report writing skills are especially needed. To have a good knowledge of written and oral French language is desirable.
- Skills in word processing, spreadsheets, presentations software, internet/intranet, use of email systems are essential. Knowledge of database software is desirable. Knowledge of other IT tools will be an asset.

C. Other requirements

- To maintain the highest standards of personal integrity and impartiality. To 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.
- To be able to work professionally as a member of the unit, 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 and conflict areas also essential.
- Essential: Have national security clearance at **EU SECRET** level. Such clearance shall be obtained by the candidates from their relevant Authorities before their secondment at the General Secretariat of the Council. This certificate must be valid for the all period of secondment. If not, the General Secretariat reserves the right to refuse the secondment as national **expert**.