

EEAS Vacancy Notice

Seconded National Expert in the Civilian Planning and Conduct Capability (CPCC)

Policy Officer for knowledge management and monitoring, evaluation, training and learning

**COST-FREE
AD level post**

Job No. 363372

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.

The Civilian Planning and Conduct Capability (CPCC) is the permanent structure supporting the Civilian Operations Commander. The Civilian Operations Commander is the overall commander at the strategic level of currently 11 civilian CSDP crisis management missions and provides strategic guidance and direction to the Heads of Mission. The Civilian Operations Commander reports directly to the High Representative for Foreign Affairs and Security Policy and through him to the Council of the EU. Under the political control and strategic direction of the Political and Security Committee and the overall authority of the High Representative, the Civilian Operations Commander ensures the effective planning and conduct of civilian CSDP crisis management operations, as well as the proper implementation of all mission-related tasks as well as the discharge of the duty of care.

We propose:

The post of a "cost-free" Seconded National Expert of Policy Officer for knowledge management and monitoring, evaluation, training and learning in the Division Coordination and Horizontal Affairs (CPCC.1). Under the authority of the CPCC Managing Director, reporting to the Head of Division (CPCC.1), and in cooperation with other Directorates within the European External Action Service (EEAS), the expert will provide knowledge management and evaluation expertise and carry out the tasks outlined below:

- Develop the overall approach to Knowledge Management for civilian CSDP, including all divisions in CPCC and vis-a-vis the civilian CSDP Missions, in close cooperation with the missions and other EEAS Directorates as well as relevant Commission services;
- Contribute and develop the monitoring, evaluation and learning (MEL) processes within civilian CSDP;
- Further develop and conduct effective organisational learning processes for collecting, storing and disseminating lessons in the area of civilian CSDP, in close cooperation with other EEAS Directorates and in line with the overall EEAS lessons learned process, thus contributing to the overall learning in the area of EU Conflict Prevention and Crisis Response;

- Act as a point of contact to support, assist and advise Missions and CPCC on knowledge management and monitoring, evaluation, learning related issues;
- Monitor and support the implementation of lessons learned within CPCC and across the civilian CSDP missions; develop a network of lesson learned' points of contact in civilian CSDP missions;
- Developing and implementing standard operating procedures for knowledge management related subject applicable to the Missions and CPCC;
- To support the operational planning and conduct of civilian CSDP missions, notably to provide advice on training to CPCC and civilian CSDP Missions;
- Contribute from a training perspective to the development of concepts, EU Training Policy, operational guidelines and recommendations for improved planning, conduct, management and support of civilian CSDP missions;
- As part of the training cluster, work in close cooperation with other section staff on training relevant matters for CPCC and ensure CPCC and Mission input into all relevant training aspects inter alia through active liaison with training focal points in the civilian CSDP Missions;
- Help steer CPCC input regarding civilian CSDP training requirements and curricula (pre-deployment training, in-mission training, advanced and specialized training, high level courses) taking into account CPCC objectives and priorities with support from all Divisions;
- Help ensure CPCC's contribution to the organization of the annual CSDP Training and Education Conference;
- Liaise with relevant knowledge management and training providers, and participate and contribute to meetings and projects dealing with civilian CSDP knowledge management and training and training institutions from Member States;
- Participate as appropriate in assessment and/or fact-finding missions and to contribute to strategic reviews and/or assessments of civilian CSDP missions from a knowledge management, learning and training perspective;
- Cooperate with external partners involved in crisis management in relevant knowledge management and training area (e.g. UN, OSCE, NATO, AU, academic institutions and CSOs);
- Prepare and participate in meetings of preparatory groups/Council working parties and other meetings on these topics;
- Carry out other tasks as requested by line management.

We are looking for:

The European External Action Service (EEAS) is seeking a dynamic, proactive and highly motivated colleague with strong analytical and networking skills to occupy the post of Seconded National Expert (SNE). The candidate should have a good understanding of EU policy-making and decision-making processes, and an understanding of inter-institutional relations as well as have relevant expertise and experience in the areas of responsibility. He/she will have to work in an international and multicultural environment in close synergy with Member States and EU institutions.

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 Union¹ or, where justified in the interests of the service, professional training of an equivalent level.²;
- 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 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.

Selection criteria:

Candidates should:

A. Qualifications and experience required:

- Have a University degree in an area relevant for the post;
- At least 5 years of relevant and proved professional experience after having completed his/her studies;
- Good knowledge of EU external action mechanisms, in particular CSDP;
- Have an understanding of knowledge management processes as well of training in the areas;
- Have a good understanding of the role of the EEAS as a diplomatic actor as well as a good understanding of the main objectives, principles and decision making processes of the EU's Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP);
- A past experience within an EU CSDP mission would be an asset.

¹ 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.

² 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>

B. Skills required:

- Have excellent interpersonal skills;
- Have ability to work and communicate in interdisciplinary and intercultural teams;
- Have excellent analytical capability as well as excellent drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgement;
- Be prepared to travel on mission to current or potential crisis areas and to do so at short notice;
- Have the ability 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.

C. Languages:

- Excellent level of written and spoken English. Good command of French is an advantage.

D. Personal qualities:

- Be a motivated and flexible team player;
- Have the ability to adapt quickly to new situations and deal with new challenges;
- Have the ability to maintain the highest standards of personal integrity, impartiality and self-discipline.

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 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

Cost-free SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer.

Duration of the secondment: Initial period up to two years, renewable up to four years.

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, allowances, 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