

EEAS Vacancy Notice

Seconded National Expert in the Security and Defence Policy Directorate (SECDEFPOL)

Policy Officer in the International Cooperation and Partnerships sector of the Hybrid Threats and Cyber Division (SECDEFPOL.2)

CO-FINANCED

AD level post

Job No 425789

We are:

The European External Action Service (EEAS) supports the High Representative in the exercise of her 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 her capacity as Vice-President of the Commission with regard to her 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 Managing Directorate for Peace, Security and Defence (MD.PSD) is engaged in fostering and strengthening the EU's role as a global security actor. It seeks to promote peace and security and to deliver on the EU's ambition in defence. Within MD PSD, the Directorate for Security and Defence Policy (SECDEFPOL) is playing a key role in supporting the EU to stay at the forefront of developments in security and defence policy across the thematic spectrum. Within the Directorate, the Hybrid Threats and Cyber Division leads the coordination of EU's efforts to address external security threats in the fields of hybrid and cyber, in particular through the development and operationalisation of policies, operational tools and international engagement.

Functions and Duties:

The post of Policy Officer on Cyber/Hybrid Partnerships. The successful candidate will join the International Cooperation and Partnerships sector of the EEAS Hybrid Threats and Cyber Division, to develop international cooperation in the context of multilateral discussions as well as partnerships on cybersecurity and countering hybrid threats. She/he will contribute to step-up the EEAS' efforts and further strengthen the way the EU cooperates with and supports partners in these fields, while also reinforcing the EU's engagement on cyber and hybrid issues in international and regional relevant fora, as well as in the context of a broader multistakeholder approach. She/he will work in the friendly and dynamic environment of a newly created division, in close synergy with Member States and relevant EU agencies, bodies and institutions.

We are looking for:

We are looking for a dynamic, proactive and motivated candidate with solid experience, analytical and communication skills and a strong understanding of EU Common Foreign and Security Policy (CFSP)/Common Security and Defence Policy (CSDP) and of international dynamics, in addition to experience in the areas of security and defence, cyber and/or countering hybrid threats, and on building partnerships in these areas, including in the context of a broader multistakeholder approach. We are seeking a team player with excellent inter-personal skills and the ability to network and create constructive working relations, as well as a flexible attitude with regard to a quickly-evolving agenda.

Under the authority of the Head of Division, the successful candidate will:

- contribute to the development and implementation of partnerships in the field of cyber and hybrid threats;
- monitor and analyse international trends and policy developments at national level in EU Member States and third states in the area of cyber and hybrid threats;
- support the organisation of and follow up to dialogues and consultations with partners in the areas of cyber and hybrid;
- support the engagement on cyber and hybrid issues in the context of discussions in relevant multilateral and regional fora, including in particular in the United Nations and as part of a broader multi-stakeholder approach;
- prepare and/or contribute to the development and implementation of strategies, policies and initiatives related to cooperation with partners in the field of cyber and hybrid, working closely with Member States, EEAS geographical and relevant thematic services, EU Delegations, EUSRs/Special Envoys, CSDP structures, and the European Commission, as well as other EU institutions, including through inter-institutional consultations and decision-making processes;
- contribute to developing awareness and capacities within the EEAS and other services, mainstreaming cyber/hybrid within the Common Foreign and Security Policy, as well as in the programming activities;
- contribute to and/or draft reports and briefings on activities in the area of responsibility, as well as to communication efforts to promote visibility of EU action;
- establish and maintain regular contacts and exchanges with other EU institutions, Member States, third countries, EU Delegations, public and/or private sector, international organisations and/or with research institution and the academic community at large in the area of responsibility;
- participate in meetings with stakeholders, including European Union institutions, Member States, third countries, international organisations, private sector and civil society at large.

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;

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>

- 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; [Decision ADMIN\(2023\) 18 on the security rules for the European External Action Service](#)
- 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:

A. Qualifications and experience required

- university diploma;
- three years' relevant professional experience and ideally professional experience in multinational organisations;
- have experience and knowledge of CFSP and CSDP;
- relevant experience in areas of security and defence and in particular on cyber policy or counter-hybrid threats policy or related policy at national, EU or international level;
- experience in policy-making and strategy development as well as in organising dialogues and/or consultations with partners;
- experience in negotiations and diplomatic engagement in multilateral setting (e.g. United Nations) and with a broad range of stakeholders relevant for cyber and hybrid international policies.

Furthermore:

- experience of working in an Embassy, a Delegation (or equivalent in an international organisation)
- experience of working in the field of strategic communications and in organisation of events, workshops and policy dialogues with a broad range of stakeholders, including think tank and academia.

would be considered assets.

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 drafting and communication skills;
- 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;
- 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.

- national security clearance at SECRET UE 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.

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;

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 in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure with equal opportunities as 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 1(d) (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 (**43.84 €/per calendar day for the distance 0-150km or 175.38 €/calendar day for the distance >150 km³**) 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 989.64 €/month⁴**);

³ 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(2025) 14 of 07/05/2025

- 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 expenses such as removal costs, allowances, salary, insurance, schooling (while the SNE maintains the right to enrol the children in an [European School Type I](#))^[5] and costs related to the enrolment to the Interinstitutional nurseries or the After-school centre managed by the early childhood centre of the European Commission shall not be covered by the EEAS. However, in case the SNE makes use of these two facilities for their dependent children, the EEAS shall recover any invoiced cost (including the institutional and the parental contribution, estimated at approximately EUR 18,000 per year and per child) from the Seconded National Expert concerned on a yearly basis. For further information, please contact RM-01-COORDINATION@eeas.europa.eu.

Vacancy available from: 1 October 2025

Place of secondment: Brussels, Belgium

For further information, please contact:

Administrative questions: SNE-CSDP@eeas.europa.eu

Selection and profile related questions: **Barbara Gallo**, Head of Division, +32 2 584 22 30
email: barbara.gallo@eeas.europa.eu

⁴ 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(2025) 14 of 07/05/2025

^[5] <https://www.eursec.eu/en/Accredited-European-Schools/About>