

## **EEAS Vacancy Notice**

### **Seconded National Expert in the Civilian Operations Headquarters (DSG-DEF.MD-CIVOPSHQ)**

#### **Human Resources Data and Workforce Analytics & Reporting Officer in the Personnel Division, CivOpsHQ.3**

**CO-FINANCED**

**AD level post**

**Job No 471428**

#### **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 Common Foreign and Security Policy (CFSP), to represent the EU and to chair 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 EU Member States, the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

The Civilian Operations Headquarters (DSG-DEF.MD-CIVOPSHQ) is the permanent structure supporting the Civilian Operations Commander. The Civilian Operations Commander is the overall commander at the strategic level of currently 14 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 her 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.

The Personnel Division (DMD.CivOpsHQ.3) is responsible for supporting on behalf of the Commander civilian CSDP missions in all matters related to Human Resources (HR), providing guidance, organising selection and recruitment and developing horizontal HR policies. The Division is composed of three sections: SEC.1 HR Policies, SEC.2 Selection and Recruitment, SEC. 3 Capacity Generation and Personnel Development.

#### **We propose:**

The post of a Seconded National Expert/Human Resources Expert in the Personnel Division, CivOpsHQ.3. The post is co-financed by the EEAS (daily and monthly allowances) and by the EU MS (salary, social security and insurance).

The successful candidate will join the Capacity Generation and Personnel Development sector of the aforementioned division. The sector is mainly responsible for the interaction with and support to EU Member States regarding the generation of staff for the civilian CSDP Missions, horizontal issues related to human resources, statistics and the business management of the electronic recruitment.

#### **Functions and Duties:**

Under the direct supervision of the Head of Sector, and the ultimate authority of the Head of the Division, the Seconded National Expert/Human Resources is expected to perform the following tasks:

- Responsible for data collection, organisation and analysis of HR statistics. Carry out analysis of figures and data on mission personnel, obtained from the establishing reporting system;
- Manage databases/excel files/lists of civilian CSDP Missions personnel;

- Modernise the reporting to EU Member States on human resources statistics in civilian CSDP missions, including the Annual Civilian CSDP HR Report and the Bimonthly report.
- Contribute to briefings, under Head of Sector validation, for the CivOpsHQ Commander—alongside other managers—on civilian staff data and CSDP-related issues, particularly when engaging with Member State representatives or seconding agencies.
- Act as a Point of Contact for civilian CSDP Missions' statistics on staff;
- Contribute to setting up and delivering trainings on human resources to CSDP Mission staff, CivOpsHQ staff and Member states representatives. In particular, support the implementation of trainings for seconding authorities on civilian CSDP selection and recruitment procedures;
- Contribute to the development of specific requirements, job descriptions and vacancy announcements for civilian CSDP Missions,
- Participate in civilian CSDP Missions' staff selection procedures and support the civilian CSDP Missions in the field of human resources;
- Assist and provide advice, as required, on human resources matters related to civilian CSDP Missions;
- Contribute to relevant Council Working Groups and thematic working groups in the discussions concerning EU civilian CSDP Missions, when required by the Head of Division and / or Head of Sector;
- Focal point for implementation of Human Resources policies, procedures, instruments and concepts in the Section's responsibility.
- Undertake other tasks as directed by the Head of Division and / or Head of Sector.

### **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 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 Union<sup>1</sup> or, where justified in the interests of the service, professional training of an equivalent level.<sup>2</sup>;

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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>

- 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 she/he will, at all times, support the objectives and 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 that is relevant for the post;
- Equivalent military/police education in the aforementioned fields can be considered as appropriate;
- Have minimum of three years of broad professional experience in data analysis and statistics; data and database management, Human Resources Information Systems (HRIS), or data visualisation tools (e.g., Power BI, Tableau);
- Have a good understanding of the role of the EEAS as a diplomatic actor as well as a good understanding of the main objectives and principles of the EU's Common Foreign and Security Policy (CFSP)
- Have a good understanding of EU Common Security and Defence Policy (CSDP) decision making processes;
- A past experience within an EU CSDP mission would be an asset;
- Skills in word processing, spreadsheets and presentation software, especially MS Excel. Knowledge of database software such as PowerBI would be an asset.

##### **B. Skills required:**

- Strong organisational skills, sense of initiative and ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Excellent interpersonal skills;
- Ability to work and communicate in interdisciplinary and intercultural teams;
- Excellent analytical capability as well as excellent drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions;

##### **C. Languages:**

- Fully fluent in written and spoken English. Knowledge of French would be an asset.

##### **D. Personal qualities:**

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

## **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 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 (**45.16 €/per calendar day for the distance 0-150km or 180.65 €/calendar day for the distance >150 km<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 1019.33 €/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 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](#))<sup>[5]</sup> 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) from the Seconded National Expert concerned on a yearly basis. For further information, please contact [RM-01-COORDINATION@eeas.europa.eu](mailto:RM-01-COORDINATION@eeas.europa.eu).

**Vacancy available from: 1 September 2026**

**Place of secondment: Brussels, Belgium**

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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(2026)01 of 19/01/2026

<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(2026)01 of 19/01/2026

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

**For further information, please contact:**

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

**Selection and profile related questions:** Mr Mirco KREIBICH, +32 2 584 1136;

[mirco.kreibich@eeas.europa.eu](mailto:mirco.kreibich@eeas.europa.eu)

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