

Job Framework

<u>Job Title:</u>	No cost END/SNE – Policy Officer (strategic and horizontal issues)
<u>Job Location:</u>	EEAS HQ – Brussels
<u>Job Number:</u>	303156
<u>Area of activity:</u>	SECDEFPOL (Security and Defence Policy)
<u>Category:</u>	AD
<u>Duration of secondment:</u>	initial 2 years with the possibility of extension up to 4 years

Job Content

Overall purpose

Main tasks and responsibilities would be to:

- Contribute to the work of the EEAS in the field of security and defence policy with a focus on strategic and horizontal issues.
- Provide direct support to the Director for Security and Defence Policy and coordinate cross cutting issues within the directorate.

Functions and Duties:

Under the supervision of the Head of Division and the Director for Security and Defence Policy:

- Prepare and/or contribute to policy documents and briefings related to the external security policy of the EU, in close cooperation with geographic services and with other institutions, member states and international organisations.
- Coordinate cross cutting issues within the directorate and on behalf of the Director provide policy and administrative guidance to colleagues in the directorate.
- Seek to ensure coordination, complementarity and synergies with measures under other thematic and geographic instruments as well as with CFSP actions.
- Participate and/or represent the Directorate in meetings with stakeholders, including European Union institutions, Member States, third countries, international organisations and civil society at large.

Job Requirements

Education and Training: University diploma

Knowledge and Experience: At least 6 years of experience in foreign affairs or security policy; good analysis, policy making and reporting skills; knowledge of the EU institutions and their decision making procedures; good understanding of EU security policy.

Have security clearance at minimal level SECRET EU¹, or undergo security vetting if s/he does not already hold security clearance at the appropriate level, in accordance with the relevant security provisions.

Skills

Linguistic skills: Have the capacity to work in the languages of CFSP (EN and FR) and external relations necessary for the performance of the duties. Knowledge of other EU languages would be an asset.

Communication skills: Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.

Ability to translate scientific or/and expert level information into policy papers and draft/make oral presentations in a synthetic manner;

Interpersonal skills: Ability to work on many different tasks at the same time and to coordinate complex issues across many different stakeholders.

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.

Intellectual skills: Have strong organizational skills, ability to work under pressure within short deadlines and heavy workload and to manage multiple tasks and unexpected demands;

Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

Personal Qualities

Dynamic. Motivated and flexible personality. Adapting quickly to new situations and dealing with new challenges.

¹ SNE's or other external staff in the area of ESDP/CFSP may require access to EUCI and will in all likelihood require access to the EEAS Class I or Class II facilities. Access to such secure areas requires clearance to at least the level SECRET UE or national equivalent.

SERVICE EUROPÉEN POUR L'ACTION EXTÉRIEURE



DG Budget et Administration
Le Directeur général

Bruxelles,
EEAS.DG BA.HR.2

Aux Représentants permanents
des Etats membres
auprès de l'Union européenne

Mesdames et Messieurs les Ambassadeurs,

J'ai l'honneur de vous informer que nous cherchons un expert national (END) pour un poste «sans frais» auprès du Service européen pour l'action extérieure au titre de la décision de la Haute Représentante du SEAE du 4.2.2014 fixant le régime applicable aux END et son article 24.1 en particulier.

Cet expert national sera détaché auprès de la Direction de la «Politique de sécurité et défense» (SECDEFPOL).

Vous trouverez, en annexe, le profil que je vous serais obligé de bien vouloir transmettre aux différents Ministères compétents afin de générer des candidatures adéquates.

Les Représentations permanentes sont priées d'envoyer ces candidatures exclusivement à la Division SEAE.BA.HR.2 «Sélection et recrutement du personnel» par e-mail : SNE-CSDP@eeas.europa.eu.

Les candidats doivent rédiger un CV en anglais ou français, en format PDF ou Word, selon le modèle européen qu'ils pourront trouver à l'adresse suivante : <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>.

Seules les candidatures nous parvenant pour le **13 novembre 2020** seront traitées et considérées comme répondant à l'avis de vacance.

Ces candidatures seront examinées par mes services, qui organiseront, au cours du mois de novembre 2020, le panel d'entretiens de sélection.

Veillez noter que la possession d'un certificat d'habilitation au secret (niveau minimum SECRET UE/EU SECRET) est une condition préalable pour être affecté comme END au SEAE.

Je voudrais vous demander d'attirer l'attention des différents Ministères et services concernés sur le respect des règles de protection des données à caractère personnel et

les informer que le SEAE de son côté met en œuvre les dispositions du Règlement (UE) 2018/1725 du Parlement européen et du Conseil. Les éventuels candidats devraient être informés que leur CV sera diffusé aux services du SEAE impliqués dans leur sélection et la gestion de leur détachement.

Je vous remercie de votre collaboration et vous prie de croire, Mesdames et Messieurs les Ambassadeurs, à l'assurance de ma haute considération.



Gianmarco Di Vita

Annexes : Décision de la Haute Représentante du 4.2.2014
 Avis de vacance
 Description du poste «sans frais» n° 303156 '*Policy Officer (strategic and horizontal issues)*'

cc : Mme Balfourt, Directrice SECDEFPOL
 Mme Martínez Carbonell, Directrice SEAE.BA.HR

NOTICE OF VACANCY
for post of
SECONDED NATIONAL EXPERT
in **EEAS/SECDEFPOL**

Central contact point for applications by e-mail:
Division EEAS.BA.HR.2 – SNE-CSDP@eeas.europa.eu

Vacant post for the job profile:

Policy Officer (strategic and horizontal issues).

	DIRECTORATE	N° post SYSPER 2	Division	Comments
1	SECDEFPOL	303156	SECDEFPOL.1	cost-free post

Deadline for applications: 13/11/2020