

EEAS Vacancy Notice

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

Logistics Expert in the Missions Operational Support Division, DMD.CPCC.4

CO-FINANCED

AD level post

Job No. 319716

We are:

The European External Action Service (hereafter, the “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 (hereafter, the “CFSP”), to represent the EU and to chair 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 EU Member States as well as 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 (MD.CPCC) 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 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.

The Missions Operational Support Division (DMD.CPCC.4) is a dynamic Division composed of 31 experts in the fields of Mission Support: Logistics, Digitalisation, CIS, IT, Cybersecurity, Secure Communications Budget, Procurement and Financial aspects of the civilian CSDP Missions. Our job is to provide operational support for about 2.500 staff working on the 14 CSDP Missions operating on the ground in crisis countries.

We propose:

The post of a “co-financed” Seconded National Expert of Logistics Expert in the Missions Operational Support Division, DMD.CPCC.4. The successful candidate will join the Logistic Policy Section of the aforementioned division. The section assists i.a. planning, analysis, design, program and implementation all aspects of logistical needs of Civilian Crisis Management Operations and CSDP Missions.

Functions and Duties:

Under the authority of the Head of the Division, the Seconded National Expert/Logistics Expert is expected to perform the following tasks:

- Assist in the planning, analysis, design, program and implementation all aspects of logistical needs **of vehicle management and transport** of Civilian Crisis Management Operations and CSDP Missions, in cooperation and coordination with other members of the Missions Operational

Support Division as well as with the other Divisions in CPCC (and, as appropriate, with other relevant actors such as the Security Service).

- Develop, prepare, co-ordinate and monitor overall logistic plans including logistical forecasting, supply schedules, priorities or requirements, and resolution of urgent operational needs.
- Assist in the development of policy and procedures for field mission support.
- Identify the needs of goods and/or services specifically required for this area of responsibility and technically define the appropriate requirements of the means required to cover these need, in particular in the following fields: all transportation means and services, office equipment, all aspects of life support, security goods and services, medicare/medevac equipment and services.
- Contribute to the relevant work aimed at the definition of standard equipment for Civilian CMOs and CSDP Missions.
- Contribute to the relevant work aimed at the definition of technical specifications for the launching of Framework contracts and other contract.
- Ensure the implementation and subsequent follow-up of a comprehensive centralised ERP and Electronic Fleet Management tool across all Missions;
- Develop an inventory and rotation of assets policy for the Missions;
- Act as the liaison between the Missions, relevant EEAS Services and CPCC for vehicle and transport matters;
- Participate in Technical Assessment Missions, Technical Survey Missions etc.;
- Organise and chair logistics planning meetings related to fleet and vehicles;
- Monitor and co-ordinate all multifunctional logistic requirements with field missions.
- Ensure the follow-up of a comprehensive database of expendable and non-expandable items across all Civilian CMOs and CSDP Missions.
- Develop an inventory and rotation of assets policy for the CSDP missions
- Act as the liaison between the field missions and relevant EEAS services and CPCC for logistical matters.
- Advise the management and mission personnel on logistics management, structures and staffing levels to ensure that they are at all times adequate to meet the requirements of the logistics strategy.
- Participate in Fact Finding Missions, technical survey missions etc.
- Organise logistics planning meetings.
- Assist in preparing inventory reports, as appropriate.
- Be responsible for the production of reports concerning logistical issues, proposing/recommending changes and improvements, ensuring accuracy and comprehensive policies and guidelines to the logistics aspects.
- Manage, as appropriate, rapid deployment stocks/start-up kits.
- Contribute to the preparation of the call for tender and to the management activities related to the CSDP warehouse, as appropriate
- Liaise and coordinate as appropriate with the relevant counterparts, including of other Institutions.

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 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 Civil, Military Engineering or Business Administration, Logistics or demonstrable relevant experience;
- Proven professional experience (minimum 6 years) in the area of General Services, Logistics and Fleet Management, preferably in an International organisations, NGO or other similar actors;
- Knowledge of Supply Chain Management and awareness of products and services, markets and Fleet management systems;
- Solid large scale project management and implementation skills are desirable;
- Have relevant experience in General Services, field of Transport and Logistics, seen from the field deployment, on crisis management operations, preferable in the context of CSDP would be an asset.
- Have good awareness of different products and services markets and industrial business networks;
- Have current experience in working at middle/and upper level management in logistics related matters, desirable

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>

- Have knowledge of Supply Chain Management;
- Have an experience in introduction and migration of ERP-systems, in the area of Logistics will be an asset;
- Have an experience in giving training and guidance on logistics, fleet management management will be an asset.

B Skills required:

- Have excellent interpersonal skills; Have strong organisational and managerial skills, sense of initiative and ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- 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.

A. Languages:

- The successful candidate should be able to work t. at least one of the official CSDP languages fluently (EN or FR) and have a good knowledge of the second official working language. In practice, in the interest of the service, the expert must be fully fluent in written and oral English. Good command of French is a strong advantage.

B. 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

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 (**40€/ calendar day for the distance 0-150 km or 160,03€/ 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 903 €/month⁴**);
- 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 costs such as removal costs, salary, insurance, schooling (other than the European School fee), etc. shall not be covered by the EEAS.

Vacancy available from: 16/03/2024

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: Ms Esmeralda HERNANDEZ ARAGONES, +32 2 584 1830; emeralda.hernandez-aragones@eeas.europa.eu

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(2022) 79 of 29/06/2023

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(2020) 79 of 29/06/2023