

EEAS Vacancy Notice

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

Human Resources Officer in the Missions Personnel Division, DMD.CPCC.3

COST-FREE

AD level post

Job No. 418716

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 (MD.CPCC)** is part of the EEAS and mandated to plan and conduct civilian Common Security and Defence Policy (CSDP) missions under the political control and strategic direction of the Political and Security Committee. The Managing Director of the MD.CPCC in his function as Civilian Operations Commander exercises command and control at the strategic level of all civilian CSDP missions.

The **Missions Personnel Division (DMD.CPCC.3)** is responsible for Human Resources, providing guidance, covering recruitment and horizontal HR policy and support to the civilian CSDP Missions on behalf of the Civilian Operation Commander. The Division is composed of two sections: SEC.1 Missions Staffing Policy and SEC.2 Missions Personnel Selection.

We propose:

The post of a "cost-free" SNE/Human Resources Officer in the Missions Personnel Division, DMD.CPCC.3. The successful candidate will play a key role in shaping and implementing the policies and procedures for the recruitment of staff members for the 14 civilian CSDP Missions all around the world in complex theatres including Somalia, Georgia, Iraq, Ukraine, Kosovo and Armenia. The SNE/Human Resources Officer will be assigned to the Missions Staffing Policy Section, with the aim to continuously refine and improve the effectiveness and implementation of human resources policies, procedures and best practice in the field of civilian CSDP capability development.

Functions and duties:

The SNE/Human Resources Officer is expected to perform the following tasks:

- contribute to the analysis and problem solving of legal questions related to Human Resources policies in Missions;
- contribute to MD CPCC Human Resources Capacity Generation by implementing CSDP selection procedures including Calls for Contributions, in close cooperation with Member States;

- contribute to the development, coordination and implementation of initiatives to increase the number of women in civilian missions, in close coordination with other relevant stakeholders at CPCC and Member States;
- implement procedures for the selection and recruitment of CSDP international staff and facilitate their timely deployment to EU civilian CSDP missions;
- act as point of contact for EUBAM Rafah and EUPOL COPPS;
- provide timely support and guidance to EU civilian CSDP Missions on human resources issues, including status of personnel, personnel administration processes implementation of leave policy, financial entitlements, international staff contracts, among others, and help establish and maintain Standard Operating Procedures;
- support the business management of Goalkeeper-Registrar and CiMA - the IT tools on HR management developed specifically for MD CPCC and civilian CSDP missions - including providing user support as required;
- contribute to data collection and analysis of HR statistics and the preparation of specific MD CPCC Capacity Generation reports for Member States;
- provide HR expertise and presentations in inter-institutional thematic working groups;
- contribute to the process of revision and improvement of human resources concepts such as Specialised Teams, Visiting Experts, Civilian Response Teams, and Core Responsiveness Capacity, among others;
- contribute to designing and delivering trainings to CSDP Mission staff, CPCC staff and Member States representatives on civilian CSDP HR topics;
- take part in selection panels for Mission Members and CPCC staff as required;
- contribute to MD CPCC briefings on relevant HR matters;
- undertake other tasks as requested by the Division management.

We are looking for:

DMD.CPCC.3 is seeking a proactive, flexible and highly motivated colleague with strong analytical and teamwork skills to fulfil the post of SNE/Human Resources Officer. The candidate should have a good understanding of EU policy and decision-making processes, inter-institutional relations as well as relevant experience in human resources. The candidate will be expected to build solid working relations with a wide range of internal and external stakeholders, and to organise and prioritise his/her work as part of a dynamic team.

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 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, preferably in the fields of Human resources, Law, Business Administration or a related field;
- equivalent military/police education in the aforementioned fields can be considered as appropriate;
- have minimum of three years of broad professional experience in legal, administrative and/operational aspects of Human Resources;
- 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.

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 strong organizational skills, initiative, a hands-on attitude and the ability to work well under pressure;
- have excellent interpersonal and communication skills, and the ability to work well both as part of a team and independently;
- have excellent analytical, problem-solving and drafting skills;
- ability to maintain objectivity in complex scenarios and to display sensitivity, sound judgment and discretion;
- be prepared to occasionally travel on mission to current or potential crisis areas.

C. Languages:

- fully fluent in written and spoken English.

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:

The SNE 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 4 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 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) 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.

Vacancy available from: ASAP

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions:

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