

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

CO-FINANCED

AD level post

Job no. 464896

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.

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 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 "co-financed" SNE/Human Resources Officer in the Missions Personnel Division, DMD.CPCC.3. The post is co-financed by the EEAS (daily and monthly allowances) and by the seconding EU MS (salary, social security and insurance). As point of contact and main interlocutor on human resources related issues, the successful candidate will play a key role in implementing all tasks related to the human resources capacity generation for the following civilian CSDP Mission: **EUM Armenia**.

The SNE/Human Resources Officer will be assigned to the Selection and Recruitment Section. The jobholder will be responsible for continuously aiming to improve the effectiveness and efficiency in the implementation of human resources selection, management, and procedures, in particular in relation to the civilian CSDP Mission mentioned above. In addition, the successful candidate will be supporting the development of civilian CSDP policies in the field of human resources, with a specific focus on the implementation of the 2023 Civilian CSDP Compact and in close coordination with the Missions Staffing Policy Section.

Functions and duties:

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

- Act as point of contact for EUM Armenia;
- Provide back up and support for other missions, as necessary;
- Plan, prepare and manage the Calls for Contributions process, coordinate and support the Mission in conducting a timely capacity generation process;
- Advise and supervise the preparation of job descriptions in accordance with applicable rules;

- Participate in and ensure oversight of all the recruitment, selection and deployment of international personnel;
- Process applications and maintain rosters and databases on recruitment;
- Participate in the preparation of human resources planning and reporting, and elaborate quantitative and qualitative analysis;
- Advise, provide guidance and instructions to the Mission (Senior Management and Human Resources teams) on Human Resources Policies and Procedures as per applicable rules;
- Provide timely support and guidance to the CSDP Mission on all 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;
- Provide briefings, advice and assistance on human resources and other administrative issues to CPCC and Member States as required;
- Support CPCC's annual Human Resources Capacity Generation Conference;
- Contribute to the analysis and provide guidance on legal questions related to Human Resources policies in the Mission, in close coordination with the CPCC Legal Adviser;
- Contribute to the development, coordination and implementation of initiatives to increase the number of women in the assigned civilian CSDP Missions, in close coordination with other relevant stakeholders at CPCC and Member States;
- 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 to the two CSDP Missions as required;
- Contribute to data collection and analysis of HR statistics and the preparation of specific CPCC Capacity Generation reports for Member States;
- Contribute to designing and delivering trainings to CSDP Mission staff, CPCC staff and Member States representatives on civilian CSDP HR topics;
- Participate in inter-institutional thematic working groups, and contribute to related briefings on Missions' human resources issues;
- Participate in Technical Assessment Missions and other kind of in-theatre missions where relevant and required;
- Undertake other tasks or civilian CSDP Missions as requested by the Division management.

We are looking for:

DMD.CPCC.3 is seeking a proactive, service-oriented, 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 work in an international and multi-cultural environment in close synergy with Member States and other 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 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:

A. Qualifications and experience required:

- successful completion of University studies, preferably in the fields of Human resources, Law, Business Administration or a related field of at least 3 years attested by a diploma; OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework; OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree;
- equivalent military/police education in the aforementioned fields can be considered as appropriate;
- AND a minimum of three years of relevant professional experience, after having fulfilled the education requirements ;
- 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): <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

B. Skills required:

- maintain the highest standards of personal integrity and impartiality and 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;
- able to work as a member of the Division, as well as in task forces and working groups with mixed composition (including with police, judicial, civilian and military staff), in an interesting and challenging environment’;
- have strong organizational skills, initiative, a hands-on attitude and the ability to work well under pressure;
- be service-oriented and 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 and sound judgment;
- be prepared to occasionally travel on mission to current or potential crisis areas and availability to occasionally travel to high-risk countries.

C. Languages:

- fully fluent in written and spoken English;
- working knowledge in French is an asset.

D. Personal qualities:

- be a hands-on, 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 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 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 (**41.61€/per calendar day for the distance 0-150km or 166.48 €/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 939.39 €/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 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: Immediately

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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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(2024) 18 of 04/07/2024

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(2024) 18 of 04/07/2024

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