

EEAS Vacancy Notice

Seconded National Expert in the Peace, Partnerships and Crisis Management Directorate

Peace, Security and Defence Partnerships Division (EEAS PCM.2)

Policy Officer - Peace Mediation and Dialogue Sector

COST-FREE

AD level post

Job No

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.

We propose:

The Policy Officer will join the **Mediation Support Team (MST)**, which is a sector in PCM.2. Since 2011, the MST provides advice on mediation process design and technical expertise on the key aspects of mediation and dialogue. In particular the EEAS geographic divisions, EU Special Representatives and EU Delegations draw on the MST for advice and support with regard to assessing mediation opportunities, supporting existing mediation efforts or building mediation capacity.

Under the functional authority of the Head of Division, and daily guidance of the Head of Sector supported by the dedicated team coordinator(s), the Policy Officer will perform the following main functions and duties in the sole interest of the European Union:

Functions and Duties:

- Assess country contexts and provide advice on mediation and dialogue opportunities for the EU in priority countries and regions, identify strategically relevant options and design, initiate and facilitate mediation and mediation support related activities to make the EU a more effective actor in international peace mediation.
- Advise the EEAS departments, EU Delegations, EU Special Representatives & Envoys and others who are working on peace processes on how to enhance their involvement in peace processes and mediation.
- Analyse and assess positions of other EU Institutions and external stakeholders relating to mediation, and develop integrated EU positions and engagement approaches on peace mediation and conflict prevention in priority countries.
- Contribute to establishing and sustaining partnerships with other EU institutions, Member States, third countries, international organisations, civil society, think tanks and the academic community in the field of mediation and dialogue support.
- Develop and guide strategic, policy and technical approaches for strengthening the EU's institutional capacity in mediation, mediation support and dialogue processes.
- Draft briefings, speeches and speaking notes on the specific policy domain and issues relating to this area, and regularly report to, inform and brief management on developments regarding mediation and raise potential issues.
- Organise mediation activities and events as lead or supporting team member, ensure sound steering and proper management of EEAS financial tools and those co-steered with other services notably the Service for Foreign Policy Instruments (FPI).
- Any other functions that may be required within the remit of the work of the Division (PCM.2) and in the interest of the European External Action Service.

We are looking for:

- Knowledgeable and experienced mediation practitioner with solid field experience particularly in hard-ship postings incl but not limited to Francophone Africa.
- Dynamic professional, passionate about conflict prevention and mediation approaches to peace building.
- Good team player with excellent inter-personal and communication skills and a flexible attitude with regard to a quickly changing agenda and travel.
- Self-motivated person interested in constantly improving his/her skills through continuous learning.
- Respectful of EEAS working methods, organigram, procedures and handling of sensitive information, including possible restrictions to certain information for institutional reasons.

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:

A. Qualifications and experience required

- university diploma in a relevant field;
- at least ten years' relevant professional experience;
- relevant professional experience in the areas of peace mediation, dialogue support and/or conflict

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>

- prevention and peacebuilding;
- professional experience in multinational organisations would be an asset;
- several years hands-on work experience in fragile or conflict affected countries.
- experience and knowledge of EU external relations and CFSP would be an asset;

B. Skills required

- have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement;
- have good organisational skills, the ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- have excellent drafting and communication skills;
- have excellent negotiating skills in a multinational environment;
- have the ability to work professionally as a member of the division, in mixed-composition task forces and working groups, in an interesting but challenging environment;
- good computer skills are essential, notably in word processing, spreadsheets, presentations software, Internet / Intranet and email systems. Knowledge of other IT tools would be an asset.
- A national security clearance at SECRET UE level should be provided to the European External Action Service.

C. Languages

- excellent command of written and spoken English, in particular good report-writing skills;
- for this post, the candidate is also required to be fully fluent in written and spoken French;

D. Personal Qualities

- maintain the highest standards of personal integrity, impartiality and self-discipline. The expert must exercise the greatest discretion with regard to all facts and information coming to his/her knowledge in the performance of his/her duties;
- possess dynamic, motivated and flexible personality. Be able to adapt quickly to new situations and deal with new challenges, including missions in conflict areas.
- welcoming of the guidance, steering and decision-making role of hierarchy. Willingness to work closely with colleagues, within and across sections, as part of a multi-cultural team.

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

Cost-free SNEs 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 four years.