

EEAS Vacancy Notice

Seconded National Expert in the Security and Defence Policy Directorate (MD-PSD.SECDEFPOL)

“Policy Officer” in MD-PSD.SECDEFPOL.1.SEC2, Defence

COST-FREE

AD level post

Job No 425790

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:

SECDEFPOL.1 – Strategy, Coordination and Defence Policy Division is responsible for developing policies and coordinating/managing the EEAS' overall contribution in the area of security and defence, including in the context of the implementation of the EU's Strategic Compass, the joint White Paper on Defence Readiness 2030, and the Preparedness Union Strategy.

Functions and Duties:

- Assist in all activities related to Common Security and Defence Policy and Crisis Response, the enhancement of the defence cooperation among the EU Member States and the planning and development of military capabilities;
- Assist in the coordination at the European level among the EEAS, EU Military Staff, Commission services and European Defence Agency the implementation of the different defence initiatives, in particular Permanent Structured Cooperation area and military mobility;
- Liaise with partner countries and organizations, in particular with NATO, on these issues;
- Monitor, analyse and assess developments with defence and security implications at the political and strategic level of the European Union, the defence cooperation and defence policy of its Member States and activities of the EU partners involving or with a bearing on Common Security and Defence Policy and Crisis Response;
- Contribute to the drafting of specific policy documents, reports, action plans and other inputs, as required, with a specific focus on the political and strategic level;
- Assist in the work of the relevant EEAS bodies, notably the EU Military Staff, in the respective areas of responsibility, ensure appropriate links with relevant directorates of the Commission, European Defence Agency, relevant Council preparatory bodies as well as other stakeholders and external actors;
- Participate in meetings with stakeholders, including European Union institutions, Member States, third countries, international organisations and civil society at large;
- Define Action and project/s strategies, objectives, organization, planning of schedules, tasks, deliverables and priorities in the Permanent Structured Cooperation area and contribute to its implementation;
- Supervise and monitor activities against the plan, including costs, time scales and use of resources and take action in case of deviations;

- Participate as appropriate in the activities of the European Defence Agency, Permanent Structured Cooperation, EU Military Staff/Working Group Head Task Force, Politico-Military Group, Political and Security Committee.

We are looking for:

We are looking for an energetic, proactive and motivated defence expert who will be working in a friendly and dynamic environment, and who wants to contribute to advancing EU policies and actions in support of Peace, Security and Defence.

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;
- three years' relevant professional experience and ideally professional experience in multinational organisations;

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 experience and knowledge in the field of defence;
- good understanding of the functioning of the EU / EEAS.

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.
- national security clearance at SECRET UE level. Such clearance needs to be obtained from the competent authorities before secondment to the European External Action Service. It must be valid for the entire period of secondment. In its absence, the EEAS reserves the right to refuse the secondment as a national expert.

C. Languages

- thorough knowledge of one EU working language and satisfactory knowledge of another one are required; in practical terms, in order to perform required duties, that means an excellent command of written and spoken English, in particular good report-writing skills; good knowledge of written and spoken French is desirable.

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 area.

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.

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](#))^[3] 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. For further information, please contact RM-01-COORDINATION@eeas.europa.eu.

Vacancy available from: 01/08/2026

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: Mr Rory DOMM, Head of Division SECDEFPOL.1, +32 2 584 33 26 - rory.dommm@eeas.europa.eu

[3] <https://www.eursec.eu/en/Accredited-European-Schools/About>