

EEAS Vacancy Notice

Policy Officer - Security and Defence Advisor to the PSC Chair and SG.COORD

Seconded National Expert (cost-free)

AD level post

Job No 390686

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)/Common Security and Defence Policy (CSDP), 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 Political and Security Committee (PSC) is the central body in the EU for guiding CSDP missions and operations, exercising political control and strategic direction under the authority of the Council. It monitors international crisis, recommends strategic approaches to the Council, defines policies, and formulates EU responses. The PSC Chair acts as the interlink between the mission as well as operation commanders, the PSC and the EEAS hierarchy. The Chair forges consensus among member states to enable swift decision-making in crisis situations.

The PSC Chair is supported by the SG.COORD, in particular PSC Team, which contributes to the overall management and coordination of all policy matters, including within the PSC's mandate. It supports the PSC Chair in organising the work of the PSC, ensuring smooth planning, conduct and follow-up of all PSC meetings, working closely with Member States, EEAS services (including Working Group Chairs), the Council Secretariat and the European Commission.

Within the EEAS, the Policy Coordination Division (SG.COORD) plays a central role to support the HRVP, the EEAS Secretary General and senior management in achieving policy priorities. Through a joined-up approach to inter-institutional coordination, the Division contributes to the effective and efficient conduct of policy and decision-making processes within the EEAS and with regard to the work of the Council and Commission.

We propose

The post of a "cost-free" Seconded National Expert on the position of Security and Defence Advisor to the PSC Chair and SG.COORD.

Functions and Duties:

Under the guidance of the PSC Chair and in close cooperation with SG.COORD, the SNE is expected to perform the following tasks:

- Act as Security and Defence Advisor to the PSC Chair and SG.COORD with regard to EU activities in the field of security and defence, conflict prevention and crisis management, in particular regarding the military CSDP missions and operations, as required in coordination with relevant EEAS departments;
- Under authority of the Head of SG.COORD Division assist, advise and coordinate security and defence related matters within SG.COORD;
- Prepare formal and informal PSC discussions in close cooperation with the PSC Chair on the fields of responsibility, with a focus on security and defence, as well as military CSDP missions and operations;
- Prepare and participate in PSC working visits, as required;
- Assist the PSC Chair during meetings and events, including those of the EU Military Committee;
- Participate in meetings as member of the SG.COORD, as required;

- Establish reliable networks in-house as well as externally, to allow for an instant flow of information; and
- Draft reports in an efficient, structured and policy-oriented manner;
- Contribute to horizontal tasks within SG.COORD (e.g. inputs to briefing requests for the HRVP's and EEAS Secretary General's meetings with EU Member State representatives).

We are looking for:

The EEAS is seeking a dynamic, proactive and highly motivated colleague with strong analytical, networking and advising skills to occupy the post of SNE.

The candidate should have an excellent understanding of EU CSDP, as well as military and defence matter, EU policy-making and decision-making processes, and possess relevant working experience. Specific geographic and thematic areas of responsibility can be adjusted according to the successful candidate's expertise and interest.

The candidate will be working 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 Union or, where justified in the interests of the service, professional training of an equivalent level.¹;
- 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.

¹ 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](https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101)

Selection criteria:

Candidates should:

A. Professional knowledge

- Have a professional experience of at least 15 years, preferably in the Ministry of Defence or Foreign Affairs.
- Have extensive knowledge of European Union policies, in particular in the fields comprised in the portfolio, namely CFSP, CSDP and security and defence.
- Have an extensive, proven experience and knowledge of CSDP/security and defence policy matters as well as crisis response/crisis management/conflict prevention;
- Possessing military experience would be a particularly strong asset.

B. Skills

- Have appropriate analytical and negotiation skills allowing good political judgement;
- Possess the necessary capabilities needed for the operation in a large team working under considerable pressure;
- Possess the capability to lead, guide and coordinate a team;
- Possess organisational skills and have capacity of initiative;
- Have the ability to contribute and cooperate in a multicultural team;
- Have strong communication and interpersonal skills;

C. Languages

- Have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another to the extent necessary to carry out the duties involved. In practice, excellent command of English is required; command of the French language would be an asset

D. Personal Qualities

- Dynamic, motivated and very resilient personality. Able to adapt quickly to new situations and deal with new challenges, delivering high quality under time pressure. Strong team player.

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-HQ@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.

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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.

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)[1] 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

Duration of the secondment: 2 years, renewable up to 4 years in total

Vacancy available from: 01/10/2026

Place of secondment: Brussels, Belgium

For further information, please contact:

SNE-HQ@eeas.europa.eu
