

EEAS Vacancy Notice

Seconded National Expert in the Civilian Operations Headquarters (DSG-DEF.MD-CIVOPSHQ)

HRM Officer in the Personnel Division, CivOpsHQ.3

CO-FINANCED

AD level post

Job No 519052

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 Common Foreign and Security Policy (CFSP), to represent the EU and to chair 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 EU Member States, the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

The Civilian Operations Headquarters (DSG-DEF.MD-CIVOPSHQ) is the permanent structure supporting the Civilian Operations Commander. The Civilian Operations Commander is the overall commander at the strategic level of currently 14 civilian CSDP crisis management missions and provides strategic guidance and direction to the Heads of Mission. The Civilian Operations Commander reports directly to the High Representative for Foreign Affairs and Security Policy and through her to the Council of the EU. Under the political control and strategic direction of the Political and Security Committee and the overall authority of the High Representative, the Civilian Operations Commander ensures the effective planning and conduct of civilian CSDP crisis management operations, as well as the proper implementation of all mission-related tasks.

The Personnel Division (MD.CivOpsHQ.3) is responsible for supporting on behalf of the Commander civilian CSDP missions in all matters related to Human Resources (HR), providing guidance, organising selection and recruitment and developing horizontal HR policies. The Division is composed of three sections: SEC.1 HR Policies, SEC.2 Selection and Recruitment, SEC. 3 Capacity Generation and Personnel Development.

We propose:

The post of a Seconded National Expert/Human Resources Expert in the Personnel Division, CivOpsHQ.3. The post is co-financed by the EEAS (daily and monthly allowances) and by the EU MS (salary, social security and insurance).

The successful candidate will join the Capacity Generation and Personnel Development sector of the aforementioned division. The sector is mainly responsible for the interaction with and support to EU Member States regarding the generation of staff for the civilian CSDP Missions, horizontal issues related to human resources, statistics and the business management of the electronic recruitment. He/she will provide expert guidance and advise to the CivOpsHQ and EU Member States in the generation of capacity and the development of capabilities for civilian CSDP missions, including through the development of respective strategies and concepts, facilitating the use of new technologies, and managing the CivOpsHQ.3's outreach to Member States on secondment structures

Functions and Duties:

Under the direct supervision of the Head of Sector, and the ultimate authority of the Head of the Division, the Seconded National Expert/Human Resources, is expected to perform the following tasks:

- Contribute to efficient implementation of HRM processes (recruitment, selection, deployment) in a timely, consistent and fair manner and in accordance with the rules and principles established for civilian CSDP Missions and Operations.
- Support capacity generation and personnel development (including the development of capabilities) for CSDP operations, liaising with Member States, Seconding agencies, and EU institutions to facilitate deployment and administrative coordination.
- Assist in the development of job descriptions, vacancy announcements, and staff regulations tailored to mission requirements.
- Provide advice and guidance on Standard Operating Procedures (SOPs), HR policies, manuals and guidance documents, as well as best practices for mission launches and ongoing operations.
- Contribute to relevant Council Working Groups in the discussions concerning Missions' human resources matters.
- Participate in interinstitutional thematic working groups, and contribute to briefings, planning documents, reports, etc.
- Contribute to the organisation of the annual Capacity Generation Conference, seminars, and training sessions organised by CivOpsHQ3.
- Participation in CSDP missions' staff selection procedures.
- Liaise with other EEAS, Council and Commission services, Member States and stakeholders.
- Register, file, store, and retrieve documents in compliance with EEAS document management and archiving rules.
- Contribute to the knowledge management in the division by updating repositories and FAQs.
- Maintain and organise HR records, mission files linked to recruitment documentation, ensuring accessibility and confidentiality.
- Support the Civilian Missions Platforms as a webmaster/administrator, ensuring accurate and up-to-date information for stakeholders.
- Serve as a focal point for HR IT tools, including Goalkeeper-Registrar, ensuring system updates, user training, and troubleshooting.
- Act as the Goalkeeper-Registrar Business Manager, coordinating with IT units and project leaders to implement system updates and improvements.
- Provide to users training, guidance, and support for Goalkeeper-Registrar and other HR digital tools, including applicants, Member States, and mission personnel.
- Monitor and report on database performance, identifying needs for enhancement or corrective action.
- Provide presentations on Goalkeeper-Registrar during Pre-Deployment Trainings (PDTs), subject to PDT program availability.

We are looking for:

The European External Action Service (EEAS) is seeking a dynamic, proactive and highly motivated colleague with strong analytical and networking skills to occupy the post of Seconded National Expert (SNE). The candidate should have a good understanding of EU policy-making and decision-making processes, and an understanding of inter-institutional relations as well as have relevant experience in the

areas of responsibility. He/she will have to work 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 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; Decision ADMIN(2025)42 on the security rules for the European External Action Service
- 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

- Have a University degree that is relevant for the post;
- Equivalent military/police education in the aforementioned fields can be considered as appropriate;
- Have minimum of three years of broad professional experience in data analysis and statistics; data and database management, Human Resources Information Systems (HRIS), or data

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>

visualisation tools (e.g., Power BI, Tableau);

- 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;
- A past experience within an EU CSDP mission would be an asset;
- Skills in word processing, spreadsheets and presentation software, especially MS Excel. Knowledge of database software such as PowerBI would be an asset.

B. Skills required

- Strong organisational skills, sense of initiative and ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Excellent interpersonal skills;
- Ability to work and communicate in interdisciplinary and intercultural teams;
- Excellent analytical capability as well as excellent drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions;

C. Languages

- Fully fluent in written and spoken English. Knowledge of French would be an asset.

D. Personal Qualities

- Be a motivated and flexible team player;
- Ability to adapt quickly to new situations and deal with new challenges;
- 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 (45.16 €/per calendar day for the distance 0-150km or 180.65 €/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 1019.33 €/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) from the Seconded National Expert concerned on a yearly basis. For further information, please contact RM-01-COORDINATION@eeas.europa.eu.

Vacancy available from: 16 August 2026

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: Mr Mirco KREIBICH, +32 2 584 1136

mirco.kreibich@eeas.europa.eu

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(2026) 1 of 19/01/2026

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(2026) 1 of 19/01/2026

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