

**Seconded National Expert
at the General Secretariat of the Council of the European Union**

Civilian Planning and Conduct Capability

- Human Resources Officer -

Ref.: END/2009/PESD/3

Job description

A. Tasks

Under the direct supervision of the relevant Head of section within the Mission Support Unit, the Human Resources Officer will contribute to the planning and conduct of Civilian CSDP Operations, in particular in the area of force generation:

- Dealing with force generation and management of personnel - seconded and contracted - for civilian crisis management operations (CCMOs), supporting the selection and recruitment procedures and facilitate deployment activities with the Contributing Countries/Member States;
- Providing advice to CCMOs on personnel-related matters, supporting the planning, launching, conducting and administration of human resources;
- Carrying out analysis of figures and statistics on mission personnel, obtained from the establishing reporting system;
- Following up projects related to the Council Secretariat or CCMOs web sites, in particular concerning, job advertisements and information on recruitment formalities;
- Liaising with the European Commission on CCMOs human resources aspects, thereby contributing to ensure synergies and complementarities among the EU instruments;
- Attending internal and external meetings and short-term missions, participate in planning and execution of civilian CSDP missions;
- Managing databases/lists of CCMOs personnel;
- Assisting and provide advice to the Presidency, Council committees and working groups on CCMOs, as required on human resources-related matters.

B. Qualifications and Experience

- University Degree in Human Resources, Social Sciences or equivalent professional training. A relevant combination of academic qualifications and extensive experience in the area of Human Resources may be considered in lieu of an academic degree.
- Minimum of 10 years of overall professional experience, of which 5 years in international administrative and operational aspects of human resources.
- Substantive practical field experience from international organisations (e.g. EU, WEU, UN, OSCE, NATO) and crisis management/peacekeeping operations.
- Knowledge of the EU, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).
- An experience in HR or Administration of an EU CSDP mission will be an asset.
- A thorough knowledge of one Community language and a satisfactory knowledge of a second language are required for the performance of the duties; in practice, in the interests of the service, the expert must be fully fluent in written and oral English language. Sound report writing skills are especially needed. To have a good knowledge of written and oral French language is desirable.
- Skills in word processing, spreadsheets, presentations software, Internet/Intranet, use of email systems are essential. Knowledge of database software is desirable. Knowledge of other IT tools will be an asset.

C. Conditions/skills required

- Ability to approach complex issues and problems in an analytical fashion and with a critical sense;
- Good organisational skills;
- Ability to work under pressure;
- A sense of initiative;
- To maintain the highest standards of personal integrity and impartiality. To 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.
- To be able to work professionally as a member of the unit, in task forces and working groups with mixed composition (other mission-support related tasks as well as with police, judicial, civilian and military staff), in an interesting but challenging environment with unpredictable working hours and a considerable workload. Willingness to travel frequently and on short notice into mission and conflict areas also essential.
- **Essential:** Have national security clearance at EU SECRET level. Such clearance shall be obtained by the candidates from their relevant Authorities before their secondment at the General Secretariat of the Council. This certificate must be valid for the all period of secondment. If not, the General Secretariat reserves the right to refuse the secondment as national expert.

D. General conditions

- Nationality of one of the Member States of the European Union and enjoyment of full rights as a citizen.

The General Secretariat of the Council applies an equal opportunities policy.

**[For more information related to the selection, please contact Ms Silvia BIANCHI,
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