

EUROPEAN EXTERNAL ACTION SERVICE



DG Resource Management
The Director-General

Brussels,
EEAS.DG RM.BHR.3

To Permanent Representatives of the
Member States of the European Union

Your Excellency,

I am pleased to inform you that we are looking for one 'cost-free' National Expert for secondment to the European External Action Service (EEAS), see vacancy notice enclosed, within the framework of the 04/02/2014 Decision of the High Representative and, more particularly, its Article 24.1.

This National Expert will be seconded to the Peace, Partnerships and Crisis Management Directorate (MD-PSD.PCM).

I would be obliged if you could forward the enclosed profile to the various relevant Ministries as well as to PSC Ambassadors in order to generate adequate applications.

Applications should be sent by your Permanent Representation only by email to the Division EEAS.RM.BHR.3 'Selection and Recruitment' at the following address: SNE-CSDP@eeas.europa.eu, and not directly to PCM Directorate.

Candidates shall draft their CV and a motivation letter in English or in French in a PDF or Word version, following the European CV form which can be found at the following internet address: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

Only applications received in the above mentioned format by **3 August 2026** will be considered for this call for applications.

My services will examine the applications and organise the selection interviews as soon as possible.

Please note that the possession of a security clearance (minimum level EU SECRET/SECRET UE) is required for this post.

I would like to invite you to draw the attention of the various relevant Ministries and services to the proper treatment of personal data and inform them that the EEAS implements data protection rules according to Regulation (EU) 2018/1725 of the European Parliament and of the Council. Consequently, possible applicants should be informed that their CV will be circulated to the EEAS services involved in the selection and management of their possible secondment.

Thank you very much for your cooperation.

Yours faithfully,

Kristin de PEYRON
<e-signed>

Encl.: - Decision of the High Representative of 04/02/2014;
 - Vacancy notice

Cc: C. Dobran, Director EEAS.MD-PSD.PCM

SERVICE EUROPÉEN POUR L'ACTION EXTÉRIEURE



DG Gestion des Ressources
La Directrice générale

Bruxelles,
EEAS.DG RM.BHR.3

Aux Représentants permanents
des Etats membres
auprès de l'Union européenne

Mesdames les Ambassadrices, Messieurs les Ambassadeurs,

J'ai l'honneur de vous informer que nous cherchons à pourvoir un poste d'expert national/experte nationale (END) dans le cadre d'un détachement «sans frais» auprès du Service européen pour l'action extérieure au titre de la décision de la Haute Représentante du SEAE du 4.2.2014 fixant le régime applicable aux END et son article 24.1 en particulier.

Ce poste est à pourvoir au sein de la Direction Paix, Partenariats et gestion de crise (MD-PSD.PCM).

Vous trouverez, en annexe, le profil de poste que je vous saurai gré de bien vouloir transmettre aux différents Ministères compétents afin de générer des candidatures adéquates.

Les Représentations permanentes sont priées d'envoyer ces candidatures exclusivement à la Division SEAE.RM.BHR.3 «Sélection et recrutement» par e-mail: SNE-CSDP@eeas.europa.eu.

Les candidatures devront être soumises avec un CV et une lettre de motivation en anglais ou français, sous format PDF ou Word, selon le modèle européen disponible à l'adresse suivante : <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>.

Seules les candidatures nous parvenant le **3 août 2026** au plus tard seront éligibles.

Ces candidatures seront examinées par mes services, qui organiseront dès que possible les entretiens de sélection.

Veillez noter que la possession d'une habilitation de sécurité (niveau minimum SECRET UE/EU SECRET) est requis pour ce poste.

Permettez-moi d'attirer l'attention des différents Ministères et services concernés sur le respect des règles concernant la protection des données à caractère personnel. Le SEAE applique en effet les dispositions du Règlement (UE) 2018/1725 du Parlement européen et du Conseil. Seuls les services du SEAE impliqués dans la sélection des candidatures et la gestion du détachement de l'END auront accès aux données et CV soumis.

Je vous remercie de votre collaboration et vous prie de croire, Mesdames et Messieurs les Ambassadeurs, à l'assurance de ma respectueuse considération.

Kristin de PEYRON
< e-signé >

Annexes : - Décision de la Haute Représentante du 4.2.2014
 - Avis de vacance

Cc : C. Dobran, Directeur SEAE.MD-PSD.PCM



EEAS Vacancy Notice

Seconded National Expert in the Peace, Partnerships and Crisis Management Directorate (MD-PSD.PCM)

Policy Officer / Conflict Prevention and Peace Mediation Sector in MD-PSD.PCM.2

COST-FREE

AD level post

Job No 494440

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.

The "**Peace, Partnerships and Crisis Management Directorate**" (PCM) ensures effective coordination of EU response throughout the entire conflict cycle, from early warning and horizon scanning to political-strategic planning for crisis management and stabilisation. PCM ensures that the EU response is conflict sensitive and is based on a proper analysis with a focus on delivering stabilization and peace.

Within PCM, the PCM.2 division is in charge of developing EU peace, security and defence partnerships with third states, international and regional organisations, and informing EU conflict prevention and peace mediation, dialogue and negotiations. In line with the Strategic Compass, PCM.2 aims to make the EU a stronger and more reliable global partner in security and defence working for international peace and stability.

The division is the centre of expertise on conflict prevention, peace mediation and dialogue. PCM.2 identifies countries at risk of violent conflict through Early Warning and conducts conflicts analyses to identify triggers of violence, notably related to gender and electoral violence. It then mobilises EU Early Action to activate mitigation measures. This includes active identification of entry points for mediation opportunities, paving the way for involvement by EU foreign policy actors, especially EUSRs/EUSEs, Senior Management and Heads of Delegation. Close partnerships with EU Member States and civil society underpin all aspects of our work. PCM2 also provides operational support and capacity building for a wide range of actors to ensure that peace processes are inclusive and sustainable, while cementing a global network of bilateral and multilateral partners to coordinate our response

We propose:

The post of **Policy Officer** in the Peace, Security and Defence Partnerships Division (PCM.2) in the Managing Directorate Peace, Security and Defence (MD PSD).

The Policy Officer will join the **Conflict Prevention & Peace Mediation Sector**, which is responsible for the management of the EU conflict Early Warning System and Horizon Scanning, carrying out conflict analysis, providing advice on conflict sensitivity, as well as identifying opportunities for EU engagement in peace mediation and supporting their implementation. This team provides high-level analytical work as

well as practical advice to colleagues within the EEAS and the Commission on countries facing conflict and crisis. As a member of the team, the Policy Officer will be designing and facilitating various types of conflict analyses and supporting geographic departments and EU Delegations with strategic and operational advice on peace mediation, early warning and conflict prevention.

The Policy Officer will work in close coordination with EEAS geographic and horizontal services, as well as in collaboration with regional, international and multilateral organisations, key bilateral partners, research centres, think tanks and civil society.

Functions and Duties:

Under the functional authority of the Head of Division, the Policy Officer will perform the following main functions and duties:

- Provide support to EU peace mediation, including identifying openings for political engagements;
- Formulate and accompany EU mediation initiatives to facilitate involvement by EU foreign policy actors, especially EUSRs/EUSEs, Senior Management and Heads of Delegation;
- Planning and implementation of in-country missions, analytical workshops;
- Monitoring and follow-up of mediation and prevention actions;
- Provide advice to various actors within the EU (delegations, geographic desks, Member States) on matters related to conflict prevention and analysis;
- Coordinate initiatives to strengthen the Women, Peace and Security (WPS) agenda;
- Participate in inter-service meetings, panel discussions, conferences, workshops, etc.;
- Coordinate EU Member States on peace mediation through formal meetings;
- Coordinate the EU Group of Friends of Peace Mediation;
- Liaise effectively with civil society organisations engaged in peace mediation;
- Carry out tailored analyses to cover emerging developments, notably related to conflict triggers;
- Provide briefings for EEAS hierarchy in the fields of peace mediation and conflict prevention;
- Deliver trainings and wider capacity-building on peace mediation and conflict prevention;
- Develop and coordinate existing EU policies in the area of Mediation support;
- Contribute to the development of capacity building and new EU policies and concepts in peace mediation.

We are looking for:

- Dynamic professional, passionate about peace mediation, early warning, conflict prevention and quantitative data.
- Collaborative team player with excellent inter-personal and communication skills and a flexible attitude with regard to quickly changing agenda and travel.
- Self-motivated person interested in constantly improving his/her skills through continuous learning.

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

- university diploma;
- three years' relevant professional experience and ideally professional experience in multinational organisations;
- have experience and knowledge of CFSP and CSDP;
- relevant experience in Conflict Prevention and Peace Mediation.

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.

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>

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.

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

Vacancy available from: 16/09/2026

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: Guillem Riutord Sampol, Head of Division, +32 2 584 11 73
email Guillem.RIUTORD-SAMPOL@eeas.europa.eu
