

ANNEX

Seconded National Expert
at the European External Action Service (EEAS)
of the European Union
Civilian Planning and Conduct Capability (CPCC)
- Penitentiary Expert -

Job description

A. Tasks

Under the direct supervision of the Head of Operational Planning and Horizontal issues of the CPCC, the Penitentiary expert is expected to perform the following tasks:

- ❖ Strategic operational analysis and advice
 - Provide advice to CPCC especially the Head of Operational Planning and Horizontal issues on penitentiary matters including aspects on criminal justice and overall SSR
 - Contribute to the closer cooperation between civilian CSDP and JHA
 - Prepare and participate in the discussions of the working groups and committees concerned with the above mentioned areas, especially the Committee for Civilian Aspects of Crisis Management (CIVCOM), the RELEX, the EUMC, the Political and Security Committee (PSC) and relevant JHA working groups
 - Represent CPCC in relevant working group meetings.
 - Draft notes, advices or any other documents relating to the discussions taking place in those areas.
 - Follow closely the development of the EU policy concerning CSDP missions and contribute to the policy making process and decisions as relevant.
 - Help ensure consistency of civilian CSDP missions with regard to all penitentiary aspects, in particular concerning serious and organised crime and radicalization.
 - Support CPCC as trainer for pre-deployment and senior level ESDC Courses on ESDC Civilian Missions
 - Contribute to lessons learned processes, crisis management exercises and other work related to best practices, improved methodology and standardisation
- ❖ Liaison with Member States, EU institutions and other stakeholders
 - Co-operate closely with other parts of the European External Action Service (EEAS), including the Crisis Management Planning Directorate (CMPD), the EU Military Staff (EUMS), the respective Geographical Directorate(s), and other EU actors.
 - Liaise with and brief representatives of Member States and contributing third States as appropriate.
 - Maintain contact with relevant international stakeholders (such as the UN, the OSCE, the Council).
 - Facilitate coordination and cooperation of penitentiary aspects of civilian CSDP missions with other international organisations, in particular the UN, the OSCE and the African

Union at strategic level and by participation in liaison functions, as required.

❖ Planning for Civilian CSDP Missions

- Contribute to the strategic and operational planning of newly arising civilian CSDP missions especially on penitentiary, criminal justice and overall SSR matters, and in doing so, ensure consistency with relevant agreed CSDP documents and lessons learned from past and ongoing CSDP engagements.
- Take part in Fact Finding Missions (FFM) and Technical Assessment Missions (TAM) and contribute to reports in this regard.
- Contribute to drafting the operational planning documents such as the Concept of Operations (CONOPS) and Operational Plan (OPLAN), particularly in respect to the operational focus and implementation sections, as well as to Council Decisions (legal decision of the Council of the EU).
- Contribute to drafting the Budgetary Impact Statement (BIS) with a view to defining the mission's budget.
- Contribute to strategic reviews of the allocated civilian CSDP mission(s).
- Contribute to the assessment and refocusing of civilian CSDP missions, as required by providing operational expertise inter alia through reports, briefing notes and analytical summaries.
- Contribute to the assessment of penitentiary, criminal justice and overall SSR aspects in the allocated civilian CSDP mission(s) and provide input to the lessons identified and lessons learned process.

❖ Representation

- Represent CPCC Operational Planning and Horizontal issues based on clear lines to take in meetings and seminars with internal and external stakeholders and provide information on specific civilian CSDP missions or other CSDP related topics .
- Contribute to public information activities of the EEAS in the civilian CSDP area.
- Acting as point of contact within CPCC for assigned cross functional tasks. Acting as point of contact within CPCC to external institutions/entities.

B. Qualifications and Experience

- Academic degree, preferably degree of Master, in Criminology or equivalent.
- Having attended senior management training within the field of penitentiary would be desirable;
- Serving in national Prison Agency, national rank comparable Prison Governor or higher
- Current experience in working at senior management level in penitentiary related matters, and a minimum of five years of such management experience, with broad professional experience, in operational, organisational, managerial and training aspects of the penitentiary field;
- Good knowledge of various types of European penitentiary and probation services and their organisation and competences;
- Substantive practical field experience from international penitentiary reform (e.g. EU, UN, OSCE) and crisis management/peacekeeping operations.
- General knowledge of the Rule of Law sector
- Knowledge of the EU, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP);
- Substantive training experience, both as an instructor and organizer, particularly related to pre-deployment training and other subjects connected to civilian crisis management;
- A thorough knowledge of one Community language and a satisfactory knowledge of a second language for the performance of his duties are required. In practice, in the interest of the service, the expert must be fully fluent in written and oral English. Good knowledge of written and spoken French is an advantage. Sound report writing skills are especially needed.
- Good computer knowledge, notably in word processing, spreadsheets, presentations software, Internet/Intranet, use of email systems is essential. Knowledge of other IT tools is an asset.

C. Requirements/Skills

- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgement;
- Have strong organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Excellent negotiating skills in a multinational environment;
- Ability to work professionally as a member of the unit, in task forces and working groups with mixed composition (other penitentiary, as well as Rule of Law related tasks as well as with 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;

- To maintain the highest standards of personal integrity, impartiality and self-discipline. 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;
- Physically fit and in good health without any physical or mental problems.
- National security clearance at EU SECRET level. Such clearance needs to be obtained from the competent authorities before secondment to the EEAS. The validity of the clearance should cover the entire period of the secondment. In the absence thereof, the EEAS reserves the right to refuse the candidate's secondment as a national expert.

D. General conditions

- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen.

**For more information related to the selection, please contact Mr Michael Merker,
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