

Contract Agent
at the European External Action Service (EEAS)
of the European Union

Civilian Planning and Conduct Capability (CPCC)

- Communications and Information Systems (CIS) Expert -

Job description

A. Tasks and Responsibilities:

Under the direct supervision of the Head of the Mission Support Division, the Communications and Information Systems (CIS) Expert is expected to perform the following tasks:

- Develop, prepare, co-ordinate with relevant actors and monitor the overall Communications and Information Systems plans including forecasting, priorities or requirements, and resolution of urgent operational needs of Mission Support Platform (MSP) of civilian CSDP Missions (Missions);
- Lead in the development of policies and procedures for Mission Support in the field;
- Identify the needs of equipment and/or services specifically required for this area of responsibility and technically define the appropriate requirements of the means required to cover these needs in the Missions;
- Contribute to the relevant work aimed at the definition of CIS standard equipment and technical specifications and terms of reference for the launching of Framework Contracts and other means of acquisition;
- Ensure the implementation and subsequent follow-up of a comprehensive centralised MSP in terms of CIS across all Missions;
- Advise the management and Mission personnel on CIS issues and structures, to ensure that they are at all times adequate to meet the Mission and CPCC demands;
- Participate in Technical Assessment Missions, Technical Survey Missions etc.;
- Organise and chair CIS meetings;
- Be responsible for the production of reports concerning CSDP CIS issues, proposing/recommending changes and improvements, ensuring accuracy and comprehensive policies and guidelines to the CIS aspects.

B. Qualifications and Experience:

- Proven professional experience (minimum 6 years) in the area of CIS and IT-Management, preferably at middle or/and upper level management in large private or in public institutions, international organisations, NGOs or other similar actors ;
- Contemporary awareness of different CIS products, service markets and industrial business networks;
- Solid large scale project management and implementation skills;
- Understanding of Enterprise Resource Planning Systems (ERP);
- Experience with CSDP Missions in the field of CIS would be an asset.

C. Other Requirements/Skills

- To be able to work professionally as a member of the Division, 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.
- Good skills in word processing, spreadsheets, presentations software, Internet/Intranet, use of email systems;
- Thorough command of written and spoken English, knowledge of French.

D. General Conditions

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