

**Contract Agent**  
**at the European External Action Service (EEAS)**  
**of the European Union**  
**Civilian Planning and Conduct Capability (CPCC)**  
**- Human Resources Expert -**

Job description

**A. Tasks and Responsibilities:**

Under the direct supervision of the Head of Mission Support Division, the Human Resources Expert is expected to perform the following tasks:

- Participate in the management and co-ordination of human resources related issues for the Mission Support Platform (MSP) of civilian CSDP Missions (Missions) ;
- Assist the Missions concerning Human Resources/Personnel policies and procedures, ; including the use of the Grading Guidelines and contracting requirements for international and local contracted staff;
- Assist the Missions on the use of HR administrative databases;
- Handle all special projects related to personnel statistics for Calls for Contributions and ensure correct filing of all figures related to the Calls;
- Support the Head of Sector in the development and implementation of new personnel administration rules;
- Act as focal point for all Missions in regard to inter Mission loan and exchange of staff;
- Follow up of disciplinary cases arising from the Missions;
- Provide administrative support to the MSP team.

**B. Qualifications and Experience:**

- Proven professional experience (minimum 3 years) in the area of human resources and training;
- Thorough knowledge of MS Office Excel and Word in particular;
- Previous experience as Human Resources Officer and/or in contracting of international and national contracted personnel in a CSDP Mission and/or in the implementation of HR policies within the EU institutions would be an asset;
- International experience, particularly in crisis areas with multi-national and international organizations 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 is also essential.
- Demonstrated rigorous approach towards administrative and financial rules;
- Organisational and administrative support skills and experience;
- Demonstrated capability to communicate effectively, both orally and in writing in English and French.

**D. General Conditions:**

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