

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

**Civilian Planning and Conduct Capability (CPCC)**

**- Warehouse and Supply Chain Management Expert -**

Job description

**A. Tasks and Responsibilities:**

Under the direct supervision of the Head of the Mission Support Division, the Warehouse and Supply Chain Management Expert is expected to perform the following tasks:

- Assist in the planning, analysis, design, program and implementation all aspects of Warehouse and Supply Chain Management of Civilian CSDP Missions (Missions);
- Develop, prepare, coordinate and monitor overall Supply Chain Management and Warehouse plans including forecasting, supply schedules, priorities or requirements, and resolution of urgent operational needs;
- Assist in the development of policies and procedures for Mission Support in the field;
- Contribute to the relevant work aimed at the definition of standard equipment for the Missions;
- Contribute to the relevant work aimed at the definition of technical specifications and terms of reference for the launching of Framework Contracts and other means of acquisition;
- Monitor and co-ordinate all multifunctional logistical requirements of the Missions;.
- Ensure the implementation and subsequent follow-up of a comprehensive centralised ERP for a warehousing and equipment management tool across the Missions;
- Develop an inventory and rotation of assets policy for the Missions;
- Act as the liaison between the Missions, relevant EEAS Services and CPCC logistical matters;
- Participate in Technical Assessment Missions, Technical Survey Missions etc.;
- Organise and chair logistics planning meetings;
- Assist in preparing inventory reports, as appropriate and be responsible for the production of reports concerning CSDP equipment and supply chain issues;
- Manage, as appropriate, rapid deployment stocks/start-up kits;
- Liaise and coordinate as appropriate with the relevant counterparts, including other Institutions.

**B. Qualifications and Experience:**

- Proven professional experience (minimum 6 years) in the area of Logistics and Supply Chain Management, preferably in large private or in public institutions, international organisations, NGOs or other similar actors;
- Knowledge of Supply Chain Management and awareness of products, services, markets and industrial business networks;
- Solid large scale project management and implementation skills;

- Demonstrable good skills in Enterprise Resource Planning (ERP) and Integrated Resource Management Software (IRMS);
- Experience with CSDP Missions in the field of Warehousing and Logistics 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;
- Demonstrated rigorous approach towards administrative and financial rules;
- Demonstrable good skills in word processing, spreadsheets, presentations software, Internet/Intranet, use of email systems;
- Thorough command of written and spoken English and sound report writing skills; 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.