



Annex 1 – Requirements and Job Descriptions

**1-2021 CRT CALL FOR CONTRIBUTIONS FOR SUPPORT OF EEAS
CIVILIAN PLANNING AND CONDUCT CAPABILITY (CPCC) IN BRUSSELS
1-2021 CRT CPCC Call for Contributions**

Organisation	EEAS, Civilian Planning and Conduct Capability			
Job Location:	Brussels			
Availability:	As soon as possible			
Staff Regime:	Seconded			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<u>Seconded</u> (1 position)			
	N/A	Medical expert	Brussels	ASAP

Deadline for applications:	Friday 29th January 2021 at 17:00 CEST (Brussels time)
E-mail address to send the Job Application Form:	https://goalkeeper.eeas.europa.eu/registrar/
Information:	<p style="text-align: center;">For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;">Ms Ellen Harmsen CPCC.CRT@eeas.europa.eu +32 46084 2209</p>

Seconded Personnel on a no-cost SNE basis – Only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the deployment area (including home leave) and allowances.

Leave – The holiday arrangements are set at a national level and subject to change. The national arrangements as applied for regular secondments to CSDP Missions could be used as an indication for a proper holiday arrangement for CRT/EU Member State experts as well. Due to the nature of the short term assignment, it would be preferable that accrued holidays be taken after the deployment has ended. As a rule there is no leave included during CRT deployments. Any leave will be considered as interruption of service, all travel costs related to the leave must be borne by the sending EU Member State or by the expert.

Tour of Duty – The initial duration of the deployment should be of 3 months, with a possible extension.

The Civilian Planning and Conduct Capability (CPCC) requests that Member States propose candidates for the following international expert position to support the CPCC Security and Duty of Care Office – medical cell - according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Member States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

Citizenship – The candidates must have Citizenship of an EU Member State.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the CPCC. The candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the CPCC and the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the CPCC (and possible future Missions).

Flexibility and Adaptability – In case of deployment to a (future) Mission area, the candidates must be able to work in arduous conditions with a limited network of support, with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

Availability – The candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the CPCC, as required by their hierarchical superior.

Physical and Mental Health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its Area of Operation. To ensure duty of care in the CSDP Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing (Third) States/country of residence.

II. REQUIREMENTS

The requirements are described in the enclosed Job Description.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

Passport – The selected candidates must have a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

Required Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the job description. The original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment.

Certificate/Booklet of Vaccination – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Mission area.

Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Missions will request an extensive medical examination taking into account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen. A copy of the result of the medical examination as well as the certification must be provided and sent to the Medical Adviser of the CPCC before starting the assignment. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment.

IV. ADDITIONAL INFORMATION

Selection Process – The candidates considered to be most suitable will be shortlisted and interviewed by phone or VTC by CPCC before the final selection is made.

Information on the Outcome – Member States will be informed about the outcome of the selection process after its completion.

Data Protection – The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website. [Privacy Statement](#).

Position Name: Medical Expert	Employment Regime: Seconded	
Ref. Number: N/a	Location: Brussels	Availability: As soon as possible
Department/Unit: Security & Duty of Care section / Medical cell	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States: No

1. Reporting Line:

The CRT Medical Expert reports to the CPCC Head of Security and Duty of care Office via the CPCC Medical Adviser/Coordinator

2. Main Tasks and Responsibilities:

Under the authority of the Civilian Operations Commander, and as part of the duty of care obligations of the command structure, the Seconded National Expert (CRT Medical Expert) is expected to perform the following tasks:

- Be the focal point for all medical issues with regard to civilian CSDP Missions and in that context maximise the health and safety of mission members;
- Act as a point of contact to support, assist and advise Missions and other stakeholders on medical, health and related safety issues;
- Ensure consistency of medical delivery across all Missions;
- Centralise co-ordination of Mission medical provision and services across Missions;
- Participate in Mission planning process by providing expertise and knowledge of medical evaluation in a Mission context;
- Responsible for animating the network of Missions medical representatives; In close cooperation with Mission medical representatives:
 - chair the recruitment of qualified medical staff for all missions;
 - assist in evaluating medical facilities in mission areas;
 - support the identification of suitable third part medical providers (Clinics, Hospitals)
- Assist the Operations Crisis Meeting when activated in case of critical incident, and contribute to the after-action review as a medical expert;
- Contribute to policy development on health and safety issues, including through:
 - developing and implementing standardized medical SOPs and procedures;
 - identifying, developing and implementing standardized medical equipment lists for all CSDP medical facilities;
 - identifying and implementing medical quality assurance procedures;
 - promoting capacity development on health related issues.
- Link the medical provision with the security element both within the CPCC and at an operational level within Missions;
- Provide a liaison capability (point of contact) between Missions and Health/High Risk Insurance (e.g. CIGNA) providers to support CASEVAC/MEDEVAC and medical referrals;
- Liaise closely with the EUMS, EEAS medical expertise capacity;
- Liaise with all other relevant EU medical actors (SANCO, DEVCO, ECHO)
- Assist and advise the CPCC Civilian Operations Commander on health and medical issues

4. Essential Qualifications and Experience:

- Successful completion of university studies in medicine of at least 4 years attested by diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in Medicine.
- Fluent English compulsory;
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience, out of which at least 1 year in managerial position;
- Provide a "Certificate of Good Standing / Current Professional Status" or equivalent issued by a competent national authority.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of EU civilian crisis management mechanisms and CSDP;
- Good skills in word processing, spreadsheets, presentations software, Internet/Intranet, use of email systems are essential
- Excellent communication and presentation skills (written and verbal).

6. Desirable Qualifications and Experience:

- Qualified Medical Doctor;
- Master in Public Health;
- Flight Medical and/or MEDEVAC experience;
- Successful completion of Advanced Trauma Life Support (ATLS), or Pre-Hospital Trauma Life Support (PHTLS) or Advance Medical Life Support (AMLS) instructor or provider course;
- Successful completion of Advanced Cardiac Life Support instructor or provider course;
- Successful completion of Major Incident Medical Management and Support course;
- International medical experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of French language would be an asset;
- Have a good knowledge of the European Union's external action mechanisms and CSDP;
- National security clearance at EU SECRET level would be an asset.

7. Desirable Knowledge, Skills and Abilities:

- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgement;
- Have strong organisational and managerial skills, sense of initiative and ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Have excellent interpersonal skills;
- Have ability to work in interdisciplinary and intercultural teams;
- To be prepared to travel on mission to current or potential crisis areas and to do so at short notice;
- 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.