
**EUROPEAN UNION – MILITARY STAFF
JOB SPECIFICATION**

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| 1. Directorate: Operations
Branch: Current Engagement and Situational Awareness (CESA) | 2. Position Title: Watchkeeper
PE Number: OPD-09 to OPD-20 |
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- 3. WKC Mission:** The WKC provides a 24h/7 capability to monitor CSDP operations to ensure the passage of operation-specific information in a systematic way. This includes reception and transmission of all relevant information to the component EEAS departments, and tracking that a timely response is given. In the case of incidents or crises, the WKC ensures the immediate circulation of information that needs to be brought to the attention of the relevant Brussels based actors.
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- 4. Accountability:** accountable to BC CESA, through Head of Watchkeeping Capability (OPD-05).

Duties: Under the direction of the Head of Watchkeeping Capability:

- Acts as the guaranteed 24/7 point of contact for all information concerning ongoing or planned CSDP operations, missions and supporting actions.
 - On a permanent basis, operates dedicated reliable communication links to the Ops Cdrs/OHQs and MPCC, of military operations and missions and to the subordinate HoM/Cmds/HQ of civilian operations.
 - Monitors all operation-related information between Brussels and CSDP operations and missions, as well as other operational actions.
 - Receives and disseminates operation-related information to the relevant stakeholders and tracks follow-up in support of the responsible civilian or military OpCdr and their respective staff / crisis management directorates / EUMS Directorates in the EEAS.
 - Carries out information management, including tracking and archiving of all mission-relevant information exchanges processed through the WKC, in order to better support 'duty of care' responsibilities of the OpsCdr and the EEAS management level.
 - In coordination with the EU SITROOM (in line with the delineation of tasks between the WKC and the EU SITROOM), provides a mission related alert function in case of an imminent emergency in CSDP operations/missions, linking with the ECHO ERCC crisis room of the Commission and with MS.
 - Monitors EEAS personnel travellers to potentially dangerous destinations.
 - Monitors EU Special Representatives in crisis areas, Electoral Observation missions and assist them for security related issues.
 - Provides support to EU Delegations for security issues.
 - Maintains the link to EU OHQs and MPCC for strategic level operational information.
 - Provides daily/weekly internal briefing on CSDP operations to relevant EEAS actors.
 - Provides sound civil/military advice.
 - Undertakes any other duties, which may be required by BC CESA.
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5. Qualifications/Experience

a. Essential:

- Comprehensive understanding of planning at the civil/military-strategic and operational level.
- Awareness and ability to interact with other disciplines/components of EU institutions.
- Ability to make informed assessments of developing situations and to make sound judgements. Ability to deliver timely relevant briefings.
- Minimum of five years professional experience.
- Military or civilian peace keeping operation experience (preferably at least 12-18 months)
- Knowledge of CSDP Command and Control structures.
- Solid experience in using MS Office Suite (mainly power point, excel, word and Outlook).

b. Desirable:

- Operational planning experience.
- Experience in Operations or Force Headquarters, preferably in military watchkeeping function.

6. Language Proficiency

Thorough working knowledge of English (preferably SLP 4443 and not less than SLP 3333); thorough working knowledge of French (SLP 3232).

7. Grade/Rank/Arm of Service
OR 8/9 - OF 2-4, Any Service or civilian equivalent.

8. Security Clearance
Minimum SECRET

9. Remarks: Non quota post.
