



EUROPEAN COMMISSION
SECRETARIAT-GENERAL

Directorate G - External Relations
SG.G.4-Defence and Preparedness

Brussels, 8 May 2026

Job description for a seconded national expert

Organisation: Secretariat General of the European Commission. Directorate G on External Relations. Unit G4 on Defence and Preparedness.

Job content

Context:

Unit G.4 is responsible for policy coordination in the areas of defence, preparedness and space.

The unit coordinates the implementation of the EU defence industrial and space initiatives, including the follow-up to the White Paper for European Defence – Readiness 2030 and its Roadmap.

It also plays a central role in coordinating the Commission services' cooperation with NATO, ensures the co-secretariat of the EU-NATO Steering group, handles the thematic Structured Dialogues with NATO, and supports the EU-NATO Parallel and Coordinated Exercises (PACE).

It also coordinates the Commission's policies on preparedness, crisis response, and civil protection, and promotes and coordinates the implementation of the Action Plan of the EU Preparedness Union Strategy. The unit manages the Commission's crisis management process (ARGUS) and oversees the consistency of all Commission crisis response arrangements, including exercises. It liaises closely with Directorates-General DEFIS and ECHO (including the ERCC), the EEAS (particularly as regards the Common Security and Defence Policy (CSDP) and crisis response), the FPI, as well as with all other Commission services involved in the implementation of foreign, external security and defence policies.

The unit supports the organisation and preparation of Security College meetings and ensures the co-secretariat of the Commissioner's Project Groups on Preparedness and on Defence Union.

Unit G.4 is responsible for coordinating Commission's input to the Foreign Affairs Council in its Defence configuration, ensuring the Commission's representation in meetings of the EU Political Directors, Defence Policy Directors, and Security Policy Directors. It coordinates the Commission's representation in the Integrated Political Crisis Response (IPCR) arrangements in the Council.

The unit also follows the work of the European Parliament's Security and Defence Committee (SEDE).

SNE's work policy areas:

- Follow and contribute to the implementation of the EU defence programmes including EDIP, SAFE, EDF, and the future Competitiveness Fund defence window.
- Contribute to the implementation of the Roadmap for EU Defence Readiness 2030, including EDPCIs.
- Contribute to the unit's work on EU-NATO cooperation, including on Military mobility, resilience/hybrid threats, etc.
- Contribute to formulating Commission's positions on related discussions in the Council.
- Contribute, as appropriate, to the preparations for the Political and Security Committee, Defence Policy Directors, Security Policy Directors and Foreign Affairs Councils meetings, also in their Defence configuration.

Main assignments:

- Contribute to policy co-ordination in the assigned policy areas, acting where appropriate as a bridge between services and cabinets, to promote coordination, complementarity and synergies;
- Analyse synergies and cross-linkages across different elements of EU security and defence action.
- Monitor the preparation, quality (substance and presentation) and pertinence of proposals in the assigned policy areas.
- Draft and update comprehensive reports, annual reports, synthesis reports and / or briefings in related areas.

Job Requirements

Education and Training: University diploma

Knowledge and Experience: At least 5 years of experience in foreign affairs or security policy; good analysis, policy making and reporting skills; knowledge of the EU institutions and their decision-making procedures; good understanding of EU foreign, security and defence policy.

Have security clearance at minimal level SECRET EU or undergo security vetting if s/he does not already hold

security clearance at the appropriate level, in accordance with the relevant security provisions.

Skills

Linguistic skills: Have the capacity to work in the two languages of CFSP and external relations necessary for the performance of the duties. Strong communication skills in English are an advantage.

Communication skills: Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.

Ability to translate scientific or/and expert level information into policy papers and draft/make oral presentations in a synthetic manner.

Interpersonal skills: Ability to work on many different tasks at the same time and to coordinate complex issues across many different stakeholders.

To maintain the highest standards of personal integrity and impartiality. 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.

Intellectual skills: Have strong organisational skills, ability to work under pressure within short deadlines and heavy workload and to manage multiple tasks and unexpected demands;

Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

Starting date: TBD

Duration: 2 years

Disclaimer: The seconded national expert will work under the supervision of an administrator and the Head of Unit. Without prejudice to the principle of loyal cooperation between the national/regional and European administrations, the seconded national expert will not work on individual cases with implications with files he/she would have had to deal with in his/her national administration in the two years preceding its entry into the Commission, or directly adjacent cases. In no case he/she shall represent the Commission in order to make commitments, financial or otherwise, or to negotiate on behalf of the Commission unless previously agreed with the Head of Unit.