

Seconded National Expert
at the European External Action Service (EEAS)
of the European Union

Civilian Planning and Conduct Capability (CPCC)
Mission Support Platform
- 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:

- Cooperate and coordinate with other members of the Mission Support Division as well as with other Divisions in CPCC;
- Assist in the development of policies and procedures for Mission Support in the field;
- 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;
- Contribute to Mission Supply Chains and warehouse functions;
- 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;
- Develop an inventory and rotation of assets policy for the Missions;
- Act as the liaison between the Missions, relevant EEAS Services and CPCC mainly in logistical matters;
- Advise the management and Mission personnel on logistical and warehouse issues, structures and staffing levels to ensure that they are adequate to meet the requirements of the overall logistics concept at all times;
- Participate in Technical Assessment Missions, Technical Survey Missions, etc.;
- Organise and chair logistics planning and other meetings;
- Assist in preparing inventory reports, as appropriate, and be responsible for the production of reports concerning CSDP equipment and supply chain issues and propose/recommend changes and improvements to ensure accuracy and comprehensive policies and guidelines to the logistics aspects;
- Manage, as appropriate, rapid deployment stocks/start-up kits;
- Liaise and coordinate as appropriate with the relevant counterparts, including other Institutions;
- Act as focal point for the implementation and continuous usage of an Enterprise Resource Planning (ERP) system and a centralised Warehouse.

B. Qualifications and Experience:

- Proven professional experience in the area of Logistics and Supply Chain Management;
- Knowledge of Supply Chain Management and awareness of products, services, markets and industrial business networks;
- Project management and implementation skills;
- Enterprise Resource Planning (ERP) and Integrated Resource Management Software (IRMS) working experience;
- Experience with CSDP, OSCE or UN Missions in the field of Warehousing and Logistics would be an asset.
- Knowledge of the EU, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP) 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 would be an asset.

D. General Conditions:

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