



Secondment

Expert in Mediation (Policy Officer)

Peace Mediation and Dialogue Sector / Peace, Partnerships and Crisis Management Directorate / European External Action Service in Brussels

The European External Action Service (EEAS) supports the EU High Representative for Foreign Affairs and Security Policy in the implementation of an effective and coherent EU Common Foreign and Security Policy (CFSP), in representing the EU, and in chairing the Foreign Affairs Council. It also supports the High Representative in her capacity as Vice-President of the Commission, particularly in coordinating other aspects of the EU's external action. The EEAS works in close cooperation with the General Secretariat of the Council, the European Commission services, and the Secretariat General of the European Parliament.

The Policy Officer will join the Mediation Support Team (MST) within the Peace, Partnerships and Crisis Management Directorate. Since 2011, the MST has provided advice on mediation process design and technical expertise on key aspects of mediation and dialogue. EEAS geographical divisions, EU Special Representatives, and EU Delegations regularly draw on the MST for advice and support on assessing mediation opportunities, backing existing mediation efforts, or building mediation capacity.

Tasks and responsibilities:

Under the functional authority of the Head of Division, and daily guidance of the Head of Sector supported by the dedicated team coordinator(s), the Policy Officer will perform the following main functions and duties in the sole interest of the European Union:

- Assess country contexts and provide advice on mediation and dialogue opportunities for the EU in priority countries and regions; identify strategically relevant options and design, initiate, and facilitate mediation and mediation support-related activities to enhance the EU's effectiveness as an international peace mediation actor.
- Advise EEAS departments, EU Delegations, EU Special Representatives & Envoys, and other stakeholders involved in peace processes on how to strengthen their engagement in mediation and dialogue initiatives.
- Analyse and assess the positions of other EU institutions and external stakeholders relating to mediation and develop integrated EU positions and engagement strategies for peace mediation and conflict prevention in priority countries.
- Contribute to building and maintaining partnerships with other EU institutions, Member States, third countries, international organisations, civil society, think tanks, and the academic community in the field of mediation and dialogue support.
- Develop and guide strategic, policy, and technical approaches aimed at strengthening the EU's institutional capacities in mediation, mediation support, and dialogue processes.
- Draft briefings, speeches, and speaking notes on relevant policy areas; regularly report to, inform, and brief senior management on mediation-related developments and raise potential issues.
- Organise mediation activities and events as a lead or supporting team member; ensure proper coordination and sound financial management of EEAS financial instruments, including those co-managed with other services, notably the Service for Foreign Policy Instruments (FPI).
- Perform any other functions required within the scope of PCM.2's mandate and in the interest of the European External Action Service.

Qualification and Experience:

- University diploma in a relevant field.
- At least ten years' relevant professional experience.
- Relevant professional experience in the areas of peace mediation, dialogue support and/or conflict prevention and peacebuilding.
- Professional experience in multinational organisations would be an asset.
- Several years hands-on work experience in fragile or conflict affected countries.
- Experience and knowledge of EU external relations and CFSP would be an asset.
- Excellent command of written and spoken English, in particular good report-writing skills and be

fully fluent in written and spoken French.

- Maintain the highest standards of personal integrity, impartiality and self-discipline. The expert must exercise the greatest discretion with regard to all facts and information coming to his/her knowledge in the performance of his/her duties.
- Possess dynamic, motivated and flexible personality. Be able to adapt quickly to new situations and deal with new challenges, including missions in conflict areas.
- Welcoming of the guidance, steering and decision-making role of hierarchy. Willingness to work closely with colleagues, within and across sections, as part of a multi-cultural team.

Requirements of the Swiss Expert Pool for Civilian Peacebuilding:

- Passive knowledge of two Swiss official languages is required.
- Physical and mental fitness to work in this context (assignments are subject to successfully meeting medical standards).
- Possession of a valid driver's license.
- Swiss nationality (Dual citizenship with country of assignment not permitted).

Duty station:	Brussels, Belgium
Start of assignment:	As soon as possible
Duration of contract:	1 year, with the possibility of extension up to 4 years
Application Deadline	10 July 2025
Interviews scheduled for	17 and 18 July 2025
Family Accompaniment:	possible

Further information

Further information

- Learn more about EEAS: https://www.eeas.europa.eu/eeas/eu-peace-security-and-defence_en
- Learn more about the Swiss Expert Pool: www.eda.admin.ch/expertenpool
- For questions related to the position:
Ms Sabrina Büchler, Co-Head Mediation & Dialogue (sabrina.buechler@eda.admin.ch, +41 58 462 87 82)
- For questions regarding requirements and the selection process:
Ms Janine Misteli, Swiss Expert Pool (janine.misteli@eda.admin.ch, +41 58 462 63 39)

Assignment:

The assignments take place within the framework of the Swiss Expert Pool for Civilian Peacebuilding¹. The seconded expert receives a contract from the Federal Department of Foreign Affairs for the duration of their deployment [PVFMH](#) (D) / [OPers-PDHH](#) (F) / [OPers-PRA](#) (I).

Please submit your application through the Swiss Federal Administration recruitment system: <https://www.stelle.admin.ch/stelle/en/home/stellen/stellenangebot.html>

A complete application contains:

- A cover letter in **French**.
- A curriculum vitae in English.
- Copies of diplomas and employment certificates.
- The completed Personal History Form PEP (see: <https://www.eda.admin.ch/content/dam/eda/en/documents/aussenpolitik/menschenrechte-menschliche-sicherheit/stellenangebote-expertenpool/personal-history-form.docx>)

¹ Swiss Expert Pool for Civilian Peacebuilding

The deployment of civilian experts within the scope of Switzerland's policy on peace, human rights, and humanitarian issues is a long-standing tradition. Depending on specific needs, civilian experts are made available for temporary civilian peace projects as election monitors, police advisers or specialists in fields such as constitutional law and practice, mediation, the rule of law, human rights and humanitarian law (www.eda.admin.ch/expertenpool).