

EEAS

NOTICE OF VACANCIES

For posts of

cost-free SECONDED NATIONAL EXPERT

in EEAS – EUROPEAN EXTERNAL ACTION SERVICE

**Central contact point for applications by e-mail:
Division EEAS.BA.HR.3 – SNE-HQ@eeas.europa.eu**

**Vacant post for job profile “Policy Officer” /
Poste vacant pour le profil d’emploi “ Chargé de Politique ”**

Division	N° post SYSPER2	Comments
EEAS.GLOBAL.4 Global Issues	tbc	Libre/vacant

END/SNE – JOB DESCRIPTION

Job Framework

Job Title: **Seconded National Expert on migration (cost free SNE post)**

Job Location: **EEAS, Brussels, Department Global and Multilateral Issues
(Global Issues Division)**

Area of activity: Migration issues (external dimension of EU migration policy)

Job Content

Under the supervision of the Head of Division, and within the cluster dealing with justice and home affairs, the expert will work, in close cooperation with the other members of the team, on the external dimension of migration and mobility. In particular, his/her main responsibilities will be to assist and contribute to

- follow closely developments with regard to the external dimension of EU migration policy including the implementation of its various bilateral and multilateral components as well as relevant regional processes and migration dialogues with third countries;
- provide input to key policy papers, speeches and briefings for the High Representative - VP, EEAS hierarchy and European Commission on the external dimension of EU migration policy;
- provide input to the EEAS replies to relevant Inter-Service Consultations, European Parliament questions and other related correspondence addressed to the EEAS;
- assist in the coordination with all relevant stakeholders within the EU (European Commission services, General Secretariat of the Council, European Parliament, EU Member States);
- assist in the intra-EEAS coordination in close cooperation with the relevant geographic desk officers;
- support the EEAS work in relevant Council working groups;
- follow the work of relevant international organisations, fora and other relevant actors (think tanks, civil society organizations).

Job Requirements

Education and Training: University diploma.

Knowledge and Experience: Experience of at least 3 years in the above mentioned areas at institutional level in relevant national administrations and/or international organisations.

Skills

Linguistic skills: Thorough knowledge (capacity to write and speak) in English, French is required.

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

Interpersonal skills: Teamwork. Coordination and communication skills.

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