

EEAS

NOTICE OF VACANCIES

For 1 post of

Co-financed SECONDED NATIONAL EXPERT

in EEAS – EUROPEAN EXTERNAL ACTION SERVICE

**Central contact point for applications by e-mail:
Division EEAS.BA.HR.2 – 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.AMERICAS.3 – South America	155641	Libre/vacant

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE – Desk Officer
<u>Job Location:</u>	HQ (South America Division, Americas Department)
<u>Job Number:</u>	155641
<u>Area of activity:</u>	Desk officer in charge of one or more country (ies) and /or regional organisation(s)
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years renewable

Job Content

Overall purpose:

Desk Officer with overall responsibility for one or two countries and/or regional organisation(s) in South America., under the direct supervision of the Head of Division and/or Deputy HoD.

Functions and Duties:

Contributing to the definition and implementation of EU strategies and policies towards the country (ies)/ organisation(s) in question; supporting bilateral, regional, sector and thematic relations including the preparation of analysis, briefings, speeches and presentations; liaising with the authorities of the country (ies)/ organisation(s) in question and its/their diplomatic representatives; coordinating and supporting the efforts of relevant stakeholders including EU Delegations, Commission DGs, the European Parliament and other EU institutions; liaising with and briefing, when necessary, the relevant Working Groups of the Council; monitoring and reporting on issues of relevance for EU relations with the country (ies)/organisation(s) in question, in particular human rights, governance and security, and liaising with civil society representatives; cooperating with other desk officers in the Division ensuring effective back-up as required

Job Requirements

Education and Training: University diploma law, political science, economy, business administration or any other related issue

Knowledge and Experience: Experience of at least 3 years in the above mentioned areas at institutional level, analysis and reporting; Knowledge of EU institutions, related decisional processes, CFSP-CFSD, EU external action and related EU external policies (geographic and thematic); of geographic area in question and relevant regional integration processes. Experience of working in a Delegation/Embassy (or equivalent in an international organisation) would be an asset.

Skills

Linguistic skills: Thorough knowledge (capacity to write and speak) in English and Spanish is required. Knowledge of French and/or Portuguese would be an asset.

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.

Personal Qualities

Dynamic, motivated and flexible personality. To adapt quickly to new situations and deal with new challenges.