

EEAS

NOTICE OF VACANCIES

For a post of

cost-free 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 ”**

Managing Directorate/ Division	N° post SYSPER2	Comments
EEAS.ASIAPAC – Asia & Pacific EEAS.ASIAPAC.7 - Horizontal Affairs	226074	Libre/vacant

END/SNE – JOB DESCRIPTION

Job Framework

Job Title: END/SNE – (POL)
Job Location: HQ - EEAS.ASIAPAC.7
Job Number: 226074
Area of activity:
Category: AD
Duration of secondment: 2 years, renewable up to 4 years

Job Content

Overall purpose:

- to strengthen the coordination team dedicated to the Asia-Europe Meeting (ASEM) process working directly under the guidance of a Principal Advisor referring directly to the Managing Director Asia and the Pacific.
- The Asia-Europe Meeting (ASEM) which provides a forum for 53 partners (51 countries, the ASEAN Secretariat and the EU institutions to address political, economic, cultural, social and education-related issues. The bi-annual summits at the level of Heads of State or Government are complemented annually by a large number of meetings at ministerial and expert level. ASEM serves as a useful platform for policy exchange between Asian and European countries, as well as a catalyst for bilateral relationships, people to people and business contacts.
- The process is steered by a network of ASEM Senior Officials and ASEM Contact Points in each capital and by a system of 2 coordinators on both the European and the Asian side. On the European side, the External Action Service (EEAS) is the permanent coordinator and holds a central role in coordinating the European engagement in ASEM next to the rotating EU Presidency.
- The EU will host the 2018 ASEM Summit and, as the chair of the last ASEM Foreign Ministers' Meeting (in Luxembourg in 2015), will play a crucial role in the preparation of the 2017 ASEM FMM to be held in Myanmar. Both these high-level meetings will be prepared by ASEM Senior Officials' Meetings, some of which are also expected to be held in the EU.

Functions and Duties:

- Preparing the 2018 12th ASEM Summit (2nd half, Brussels)
- Preparing the 13th ASEM Foreign Ministers' Meeting (October/November 2017, Myanmar)
- Preparation of the ASEM Senior Officials' Meetings
- Providing support to the preparation of the side events in the margins of the ASEM Summit (Asia-Europe Business Forum, Asia-Europe People's Forum, Asia-Europe Parliamentary Partnership, Asia-Europe youth forum)
- Assisting in the coordination between the European ASEM coordinators (with the incoming Presidencies)
- Assisting in the coordination of the European Group through the COASI Working Group and, as appropriate, PSC and COREPER
- Assisting in the management of the EEAS ASEM Task Force and the ASEM Inter-Service Group
- Communicating with ASEM partners via the ASEM Contact Points network
- Assisting in communication with the Asia-Europe Foundation (ASEF), providing support to the EU ASEF governor
- Assisting in the management of the implementation of the 'Europe in Multilateral Asia' project (ASEM envelope) in cooperation with FPI
- Promoting visibility and public awareness of ASEM, including via the management of the EEAS ASEM webpage

Job Requirements

<u>Education and Training:</u>	University diploma law, political science, economy, business administration or any other related issue
<u>Knowledge and Experience:</u>	Experience of at least 3 years in the above mentioned areas at institutional level, analysis and reporting; in third countries (Embassy, International organization, NGO, etc.); Knowledge of EU institutions, related decisional processes, CFSP-CFSD, JLS, EU external action and related EU external policies (geographic and thematic); of geographic area in question and relevant regional integration processes

Skills

<u>Linguistic skills:</u>	Thorough knowledge of English and French required. Knowledge of other languages are considered as an advantage.
<u>Communication skills:</u>	Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
<u>Interpersonal skills:</u>	Teamwork. Coordination and communication skills.
<u>Intellectual skills:</u>	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.

In light of the above the EEAS is looking for a seconded national expert (SNE) to strengthen the coordination team dedicated to the ASEM process working directly for the Managing Director.