

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 ”

DIRECTORATE/DIRECTION DIVISION	N° post SYSPER2	Comments
EEAS.AFRICA "Africa"	166715	Libre/Vacant
EEAS.AFRICA.5 "Pan-African affairs"		

END/SNE – JOB DESCRIPTION

Job Framework

Job Title: Relations with AU and Africa-EU Summit preparation

Job Location: EEAS (HQ) / MD Africa / Pan-African Affairs Division (AFRICA 5)

Job Number: 166715

Area of activity: Relations with the African Union, Africa-EU partnership and joint strategy

Category: AD

Duration of secondment: 2 years, renewable.

Job Content

Overall purpose: Under the supervision of the Head of Division and the responsible team leaders:

- Contribute to the preparation and organisation of the next Africa-EU Summit (Abidjan, 2017), and the follow up and implementation of its outcomes, liaising with all concerned institutions and other relevant stakeholders.
- Contribute to strategic thinking and policy development for EU-Africa relations.
- Contribute to other EU-AU high level meetings and events such as Ministerial, College-to-College and PSC-to-PSC meetings; the Joint Annual Forum (JAF).
- Provide support, when requested by the Head of Division, on other Africa policy files managed by the Division (EU-ACP relations, peace and security issues, human rights and good governance, etc.)

Functions and Duties:

- Drafting (briefings, papers, notes)
- Liaison and coordination with responsible EEAS and Commission services
- Communication with stakeholders
- Presentation and, when applicable, negotiation of proposals
- Participation in relevant fora; carrying out missions
- Reporting

Job Requirements

Education and Training: Master's degree in law, political science, economy, business administration or related discipline

Knowledge and Experience: Experience of at least 3 years in the above mentioned areas at institutional level, including analysis and reporting; experience in third countries (embassy, international organisation, 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. Experience in African affairs as well as on development cooperation issues would be a strong asset.

Skills

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

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.