

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.ASIAPAC Asia & Pacific Department		
EEAS.ASIAPAC.4 “China, Hong Kong, Macao, Taiwan, Mongolia”	155643	Libre/Vacant Apd/as of 01/01/2017

END/SNE – JOB DESCRIPTION

<u>Job Title:</u>	END/SNE – (POL)
<u>Job Location:</u>	HQ, Asia & Pacific Department – China, Hong Kong, Macao, Taiwan, Mongolia Division (EEAS ASIAPAC.4)
<u>Job Number:</u>	155643
<u>Area of activity:</u>	Political Affairs
<u>Category:</u>	AD

Secondment duration: Three years, with the possibility of extension to four

Job Content

Overall purpose:

Under the direct supervision of the Head of Division and/or Deputy Head of Division, the job holder will assist with:

- Co-responsible within the division for EU-China political relations, including contributing to the preparation of EU-China summits, high-level political visits and dialogues in terms of content and process.
- Providing analysis and advice on the foreign and security policy of China, and its relations in those fields with the EU, its Member States and third countries.
- Monitoring implementation of the EU strategy on China and the EU-China 2020 Agenda for Cooperation in the jobholder's areas of responsibility, liaising with EEAS and Commission services in that regard, and making proposals to exploit opportunities and solve problems when they arise.
- Responsibility for following one or more of the EU's regional/thematic political dialogues with China.
- Work on other relevant areas of EU policy towards China, as necessary.

Functions and Duties:

External Relations

- Review and respond to reporting from the EU's Beijing Delegation and from EEAS and Commission services in Brussels in the above areas of responsibility, making recommendations for follow-up action whenever appropriate.
- Draft briefings, speeches, statements and answer correspondence, inter-service consultations and other questions concerning China in the above areas of responsibility.
- Co-operate with EEAS and Commission services in organising meetings, working visits and other events aimed at ensuring a coordinated EU policy approach.
- Liaise with the Chinese Mission in Brussels as necessary to pursue further political cooperation.

Political Analysis

- Analyse latest policy developments in China and their implications for EU-China relations.
- Gather and synthesise inputs and proposals for EU-China initiatives and advise on their compatibility with the EU's overall policy objectives vis-à-vis China.

Negotiations

- Prepare and coordinate negotiations with Commission services, Member States and the Chinese side, as appropriate, to advance the EU's agenda with China.

Policy Development

- Contribute towards defining and developing EU policies concerning relations with China in co-ordination with EEAS, Commission services and Member States.
- Attend COASI and other meetings with Member States when necessary.

Inter-Institutional Relations

- Organise and maintain relations, co-ordination, contacts and information exchange with other EU Institutions.

Outreach/public diplomacy

- Participate in and report on events organised by civil society, think tanks, and other stakeholders.

Job Requirements

Education and Training

University diploma in law, political science, economy, business administration or a related field.

Knowledge and Experience:

At least three years' experience in dealing with political relations with China or other comparable EU partners, including analysis and reporting;

Good knowledge of EU institutions and related decisional processes, CFSP-CSDP and relevant EU external policies.

Skills

Linguistic skills:

Thorough knowledge of and ability to write and speak English and French. Knowledge of Mandarin would be an advantage.

Communication skills:

Capacity to work and communicate under time constraints in an international and multilingual environment.

Interpersonal skills:

Teamwork. Good coordination and communication skills.

Intellectual skills:

Solid analytical capability as well as drafting and reporting skills. Capacity to grasp problems rapidly and to identify issues and solutions.

Management skills:

Not applicable.

Personal Qualities

Good team worker. Dynamic, motivated and flexible personality. Able to adapt quickly to new situations and challenges.