

EEAS

NOTICE OF VACANCY

for post of

cost-free SECONDED NATIONAL EXPERT

in **EUROPEAN UNION DELEGATIONS** outside the EU

Central contact point for applications by e-mail:
Division EEAS.BA.HR.2 – SNE-Delegations@eeas.europa.eu

Vacant posts for job profile “Disarmament, non-proliferation and Human Security” /
Postes vacants pour le profil d'emploi « Désarmement, Non-prolifération et Sécurité humaine »

	Delegation	N° post SYSPER2	Delegation section	Comments
1	Geneva	202431	Disarmament and Non-proliferation	Libre à partir de / vacant as of 01.11.2016

Indicative list which may be completed by additional posts with equivalent profiles for Delegations in the same region or for another region

Listes indicatives susceptibles d'être complétées dans des profils équivalents par des postes additionnels pour des Délégations dans les mêmes régions ou pour d'autres régions.

Seconded National Expert for a Delegation of the European Union

JOB DESCRIPTION

Job Title: SNE – UN/Geneva -Adviser for disarmament, non-proliferation and human security

Job Location: Delegation of the European Union to the Office of the United Nations and other International Organisations in Geneva

Area: Section: **disarmament and non-proliferation**

Category : AD

Post n°: 202431

Duration: 12 to 24 months, with possibility of extension up to 4 years in total

Job Content

OVERALL PURPOSE: under the direct supervision of the Head of Section and/or Head of Delegation (HoD), to assist the Delegation and contribute to

- analysis and reporting on the overall situation and developments in the Conference on Disarmament and other multilateral arms control, disarmament and non-proliferation fora related to Weapons of Mass Destruction and conventional weapons
- EU coordination and political relations with EU Member States and third countries in these fields
- other areas of CFSP and CSDP, going beyond the fields of disarmament, non-proliferation and human security, as dictated by the needs of the Delegation.

FUNCTIONS AND DUTIES: The expert may be asked to provide expertise in the following domains (to be further defined, limited or extended by the Head of Delegation / Head of Section):

Analysis and reporting

- prepare timely contributions to policy development in Brussels through early warning, advice and responding to specific requests
- prepare briefings and reports

EU coordination

- prepare EU statements for multilateral arms control, disarmament and non-proliferation fora
- contribute to related negotiations with EU Member States

External representation

- develop contacts with relevant international organisations, such as UN Office for Disarmament Affairs
- develop contacts with representatives of EU Member States' and other UN Member States' diplomatic representations.
- develop contacts with think tanks and the NGO community

Information and communication

- contribute to the Press and Information activities of the Delegation in relevant areas
- maintain relations and conduct outreach activities with relevant Geneva-based organisations

Job Requirements

Education and Training: University diploma in law, political science, economy, or any other related issue or experience relevant to the job.

Experience: diplomat/civil servant with a preferable minimum of 3 years of experience within a diplomatic service at HQ or in a third country in an embassy, or in an international organisation; knowledge of EU institutions, related decision-making processes, in particular familiarity with CFSP-CSDP, relevant EU external action and related EU external policies of a geographic or thematic nature. Knowledge of multilateral affairs and ideally UN would be an advantage.

Skills

Linguistic skills: Thorough knowledge (writing and speaking) in English; French an asset.

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

Interpersonal skills: propensity for teamwork, coordination and communication, solid analytical capability, excellent drafting and reporting skills, rapid grasp of problems and capacity to identify issues and solutions

Personal Qualities

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

Some travel required.