

END/SNE – JOB DESCRIPTION

Job Framework

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| <u>Job Title:</u> | END/SNE – (POL) |
| <u>Job Location:</u> | Delegation of the European Union to Jordan, Amman |
| <u>Job Number:</u> | 186000 |
| <u>Area of activity:</u> | Political Section |
| <u>Category:</u> | AD |
| <u>Duration of secondment:</u> | 2 years (extension possible up to 4 years) |

Job Content

Functions and Duties:

Overall purpose: Under the direct supervision of the Head of Section and/or Head of Delegation (HoD):

Monitor and contribute to analysis and reporting on the overall situation and development in Jordan, including on regional level and in political relations with the EU and Member States. To assist the Head of Section in co-ordinating the activities of the section, where required.

Functions and duties: The candidate may be asked to provide expertise in the following indicative domains (that will be further defined, limited or extended by the Head of Delegation / HoD and the Head of Section):

- Monitoring & Reporting regularly and timely to Head of section, HoD and HQ (including early warnings, specific requests, info flashes and "think pieces") on:
 - Country's overall situation: national politics and local events, political and socio-economic situation, country's forecasts, relations with international financial institutions, evolution of any structural reform process, international, regional or bilateral issues in all relevant sectors;
 - CFSP issues: country's foreign policy, relations with the EU and the Member States, with other main international, regional or bilateral partners, stances in regional integration initiatives, relations; conflict prevention, reconciliation, crisis management, disarmament, rehabilitation, etc.
- Analysis & Advice: contribute to prepare briefings and/or visits; contribute to advice on coherence of EU external policy activities in the country and/or region; to the implementation of regional integration initiatives; Contribute to formulation of the country specific cooperation strategy, to political dialogue and strategy in above mentioned horizontal areas.
- Networking: develop contacts with national authorities, line Ministries and Institutions, politicians and other local and national stake holders, with representatives of the EU Member States' diplomatic missions, of other main partners and of regional organisations, etc.

- Presentation, information and communication: Where mandated to do so by and under the HoS and/or the HoD supervision, contribute to explain, specify, defend the EU positions & EU policies to domestic audience, particularly politicians, civil society and academics; contribute to the Press and Information activities of the Delegation in all relevant areas;
- ENP: Contribute to the follow up of the implementation of the EU-Jordan Action Plan.

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 decision processes, CFSP-CFSD, EU external action and related EU external policies (geographic and thematic) of the geographic area in question and relevant regional integration processes; previous experience from working with the European Union, international or national organisations in the region is desirable; a good understanding of the complex conflicts dominating the region, and demonstrated sensitivity to the local cultural and sociological context will be an asset.

Skills

Linguistic skills: Excellent knowledge of and excellent drafting skills in English are required. Knowledge of French and Arabic would be an asset.

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

Interpersonal skills: Ability to work in a team. Social ability to develop and maintain a network of personal contacts at different levels. Excellent 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.

Management skills: Problem Solving and Decision Making, Planning, Internal Communications

Personal Qualities

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