

EEAS

NOTICE OF VACANCIES

for post of

"cofinanced" SECONDED NATIONAL EXPERT

in **EUROPEAN UNION DELEGATION** outside the EU

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

**Vacant post for job profile "Policy Officer" /
Poste vacant pour le profil d'emploi "Chargé de politique"**

	Delegation	N° post SYSPER2	Delegation section	Comments
1	CHINA, Beijing	153066	HoD	Libre à partir de / vacant as of 01/08/2017

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.

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE – (POL)
<u>Job Location:</u>	Delegation of the European Union to China and Mongolia, Beijing
<u>Job Number:</u>	153066
<u>Area of activity:</u>	Political Section
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years (renewable 1 time)

Job Content

Overall purpose:

As a member of the Political, Press and Information Section, the successful candidate will also work closely with the Head of Delegation and DHOD, and contribute to the below mentioned duties and functions.

Functions and Duties:

1. Work within the HOD office to:

- Assist with HOD activities, engagements and priorities by liaising between the HOD office and different sections of the Delegation to promote implementation of the overall strategic goals of the Delegation.
- Advise HOD on external requests for participation; prepare missions, background notes and briefings as necessary.
- Prepare monthly HOMs' and DHOMs' meetings, HOMs visits and retreats: agenda setting, preparing of background and speaking points, documents dissemination, minutes and follow-up on meetings.
- Organise inward visits of high-level EU delegations.
- Assist HOD in all Delegation related protocol matters.

2. Work within the Press, Political and Information Section to:

- Monitor and report on China's foreign policy; research, background notes, briefings, speeches and reports. Actively liaise with relevant colleagues at Headquarters and other delegations.
- Liaise with EU Member State colleagues and third country representatives as well as other stakeholders on relevant issues.
- Assist with coordination with EU Member States as necessary.
- Help to organise incoming EU visits (logistics, programme etc.) as necessary.

Job Requirements

Education and Training: The candidate should have at least a university diploma in law, political science, business administration, communications or any other relevant field.

Knowledge and Experience: Professional experience of at least 3 years in the above mentioned areas at institutional level in third countries (preferably from Embassy or Delegation; EEAS or national Foreign Service experience). Knowledge of EU institutions, in particular the EU External Action Service, is a merit. Knowledge and experience of China is an advantage.

