

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/Division	N° post SYSPER2	Comments
EEAS.EURCA.WEST – Western Europe, Western Balkans and Turkey EEAS.EURCA.WEST.2 – Western Balkans	155381	Libre/vacant

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE - Policy Officer - DESK OFFICER Serbia and Regional Issues
<u>Job Location:</u>	Headquarters, EURCA.WEST.2
<u>Job Number:</u>	155381
<u>Area of activity:</u>	Western Balkans Division
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years, renewable up to 4 years

Job Content

Overall purpose:

Contribute toward the definition, implementation and communication of EU policies concerning political, economic and other relations with the Western Balkans, in particular regarding Serbia, as backup regarding Montenegro, and regionally regarding Common Foreign and Security Policy issues (including third country role/influence), Western Balkans Six issues, the Regional Cooperation Council (RCC), and coordination with the European Parliament.

Functions and Duties:

Policy analysis

- Analyse, follow up and give updates on the political and economic situation in the countries of responsibility and the Western Balkan region as a whole.
- Prepare documents and reports for the HR/VP, keep EEAS management and other EU institutions (President of the European Council, President of the European Commission) as well as EU Member States informed about developments.
- Prepare briefings/dossiers and draft speeches, statements, declarations etc. concerning relations with third countries as well as their position on the Stabilisation and Association Process and the enlargement process.
- Outreach, coordination and joint analysis, where appropriate, with NATO, UN, OSCE and Council of Europe.

Policy definition

- Elaborate and contribute towards the definition of EU policies concerning political, economic, bilateral and multilateral relations in the context of the Stabilisation and Association Process, including the CFSP/CSDP aspects, in the context of implementing the EU's Global Strategy.
- Conduct field visits to assess the pertinence of EU policy.
- Closely follow policy developments in Member States as well as third states in relation to the countries of responsibility and the wider Western Balkan region.
- Monitor, evaluate and follow up bilateral and multilateral relations of the countries of responsibility and where appropriate regionally, in the context of the EU Global Strategy and of the Stabilisation and Association Process, including the CFSP/CSDP and security aspects of relations.
- Ensure general preparedness to replace colleagues, even at short notice, on the whole range of issues dealt with by the WB Division.

Institutional relations

- Represent the EEAS at Council Working Parties and European Parliament committee meetings or at other inter-institutional and international meetings concerning the country of responsibility.
- Organise and maintain relations, co-ordination and contacts with the other EU Institutions, notably the European Commission (DG NEAR; other Commission DGs as appropriate).
- Cooperate with Commission services in developing lines to take and briefing material, and in organising meetings,

working visits, etc. in order to ensure a coordinated policy approach.

- Follow relevant developments in the European Parliament and cooperate with the European Parliament Secretariat and liaise with MEPs, where appropriate, in relation to the countries of responsibility.
- Handle and, where appropriate, draft answers to oral and written questions of MEPs.

Information, communication, publications

- Cooperate with other EEAS and Commission services (EEAS Strategic Communications Division DG NEAR Communications Unit) in developing of strategic messaging and ensuring delivery via Delegations.

Representation and external coordination

- Maintain contacts with authorities of the countries of responsibility as well as with political parties, civil society groups, interest groups and relevant regional organisations.
- Liaise with the representatives in Brussels countries of responsibility and relevant regional representatives.
- Maintain contacts with Member States in view of discussions on policy formulation, negotiating mandates and common positions, including Council Conclusions, in the Council.
- Liaise with third countries, including the US, EEA/EFTA, Japan, Russia and Turkey.
- Assist in the preparation of EU/third country political dialogues: US, EEA/EFTA, Japan, Russia and Turkey.

Coordination with horizontal services

- Co-ordinate activities of the division with other divisions in the EEAS, including where relevant with INTCEN, SECPOL, CMPD, CPCC and the Strategic Communication Division.

Inter-service co-ordination

- Co-ordinate with associated services in other EU institutions, including Commission Inter-service Group meetings.
- Respond to inter-service consultations and other Commission procedures, notably on the annual country reports.

Job Requirements

<u>Education and Training:</u>	University diploma in law, political science, international relations, economics or other relevant field.
<u>Knowledge and Experience:</u>	Experience of at least 5 years in the abovementioned areas at institutional level, including analysis and reporting; in third countries (embassy, international organization, NGO, etc.); knowledge/experience of EU institutions, related decision-making processes, CFSP-CSDP, JLS, EU external action and related EU external policies (geographical and thematic); knowledge/experience of geographical area in question and relevant regional integration processes.

Skills

<u>Linguistic skills:</u>	Knowledge of the two CFSP languages is essential. The ability to communicate in a language of the Western Balkans would be an advantage.
<u>Communication skills:</u>	Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
<u>Interpersonal skills:</u>	Teamwork. Coordination and communication skills.
<u>Intellectual skills:</u>	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. Capacity to adapt quickly to new situations and deal with new challenges.