

EEAS

NOTICE OF VACANCIES

For 1 post of

cost-free 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 ”

Managing Directorate/ Division	N° post SYSPER2	Comments
EEAS.MD.GLOBAL – Human Rights, Global and Multilateral Issues EEAS.GLOBAL.2 –Economic and Global Issues (Cultural Diplomacy)	tbc	Libre/vacant

END/SNE - JOB DESCRIPTION

Job Framework

Job Title: END/SNE - (POLICY OFFICER - GLOBAL ISSUES)

Job Location: Brussels

Job Numbers: tbc

Areas of activity : Cultural diplomacy

Category: AD

Duration of secondment: Subject to agreement and renewal (maximum possible total duration 4 years)

Job Content

Overall purpose:

The Division 'Economic and Global Issues - GLOBAL.2' is the focal point within the EEAS for policymaking, guidance and information on economic issues, energy, culture, climate and environment. As part of the broader efforts to contribute to the development of a coherent EU strategy and approach and further promote the role of global issues in EU external policy, the expert will cover, under the supervision of the Head of Division, issues concerning the implementation of the Communication "Towards an EU strategy in international cultural relations" in close cooperation within the other members of the team, the relevant Commission services and EU Member States.

Functions and Duties:

- Provide, in close cooperation with other members of the team working on cultural issues, analysis and political advice with regard to the implementation of the Communication "Towards an EU strategy in international cultural relations" and the development of a fully-fledged strategy, also in view of the incoming European Year of Cultural Heritage 2018.
- Preparation of policy papers and advice in the areas of work, speeches, briefings on EU external relations on for the High Representative/Vice President, EEAS hierarchy, European Commission, etc.
- Further develop the Division's efforts to promote the EEAS role in forming and implementing policy on cultural cooperation.

- Work in close cooperation with the officials in the division in helping to ensure good coordination with all participants in the culture field within the EU and its institutions (other EEAS departments, Commission services, Council bodies, European Parliament, EU Member States' Foreign Ministries) as well as with third country partners and multilateral organisation (UN bodies and fora including G7 and other actors (industry, think tanks, civil society organisations)).

Job Requirements

Education and Training: University diploma law, political science, cultural institutions management or any other related issue

Knowledge and Experience: Professional experience of at least 2 years, ideally directly connected to the above mentioned areas at institutional level, analysis and reporting; experience in diplomatic or field posting an asset (Embassy, International organization, NGO, etc.); knowledge of EU institutions, related decisional processes, the EU's common foreign and security policy, and related EU external policies (geographic and thematic)

Skills

Linguistic skills: Thorough knowledge (capacity to write and speak) in English required. EN and a certain knowledge of FR are necessary to work with EEAS HQ.

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

Interpersonal skills: Teamwork. 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

Personal Qualities

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