



ЕВРОПЕЙСКИ ПАРЛАМЕНТ PARLAMENTO EUROPEO EVROPSKÝ PARLAMENT EUROPA-PARLAMENTET
EUROPÄISCHES PARLAMENT EUROOPA PARLAMENT ΕΥΡΩΠΑΪΚΟ ΚΟΙΝΟΒΟΥΛΙΟ EUROPEAN PARLIAMENT
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DIRECTORATE GENERAL FOR EXTERNAL POLICIES OF THE UNION

Call for the expression of interest for Seconded national experts to the European Parliament
Directorate General for External Policies

Directorate: Regions

Unit: Africa, Caribbean and Pacific Unit

This call for interest is valid until 1st September 2018.

Description of the Unit:

The unit is in charge of the Delegation for relations with South Africa (DZA) and of the Delegation for relations with the Pan-African Parliament (DPAP), as well as the Delegation to the ACP-EU Joint Parliamentary Assembly (DACP) and the political organs of the Assembly itself.

For more information about the delegations, please consult:

<http://www.europarl.europa.eu/delegations/en/home.html?zone=AFMO>

For more information about the ACP-EU Joint Parliamentary Assembly, please consult:

http://www.europarl.europa.eu/intcoop/acp/10_01/default_en.htm

We are looking for a national expert in order to perform the responsibilities of an Administrator, in this case as a desk officer covering the parliamentary work related to ACP countries and support in the area of economic and trade relations.

S/He will also contribute to the activities of the ACP-EU Joint Parliamentary Assembly and contribute to transnational issues such as migration, human rights, economic and environmental issues. An excellent team-player, s/he will contribute to the building of a collective expertise which, although anchored in country Delegations, should benefit the European Parliament as a whole in order to help the institution fulfill its responsibilities in the field of external relations in the most pro-active and efficient manner.

Above and beyond the skills described in the general job description below, the national expert should have a thorough knowledge of and experience in the West African region, preferably including a command of French - apart from English.

S/he should display excellent inter-personal and diplomatic skills in order to liaise with the various stake-holders (MEPs, other EP parliamentary bodies (e.g. the committees of AFET, DEVE), EEAS, Commission, Embassies, think-tanks and NGOs, foreign MPs and visitors etc.). S/he should be driven by a high level of intellectual ambition in order to contribute efficiently to the development of the above-mentioned collective expertise and efficiency.

Job : Parl15 / Administrator for a parliamentary body

Function group : Administrator (m/f)

Family/sub-family : Parliamentary assistance / Operations and parliamentary secretariat

Tasks:

- (5036) Providing MEPs in a parliamentary body with written and oral assistance (preparing basic files, briefing notes, organisation of hearings, voting lists, draft reports and opinions, amendments, etc.)
- (5038) Helping to organise the work of the parliamentary body by providing the head of the secretariat with the information needed to draft agendas, notes for the chair, minutes, mail, etc.
- (5039) Carrying out procedural tasks (ensuring compliance with the relevant provisions of the Rules of Procedure and Treaty/Treaties, checking consistency with existing models, checking whether amendments are admissible, etc.)
- (5040) Fostering contact between MEPs and other EU institutions and bodies and with all relevant groups (interest groups, civil society, etc.)
- (5041) Preparing for visits and accompanying committee delegations outside the three places of work
- (5203) Taking part in working parties and institutional and/or inter-institutional committees, etc.
- (8521) Liaison in this context with other departments in the Secretariat (parliamentary committees, policy departments, project teams, other DGs, the Legal Service, etc.)
- (5042) Helping to raise Parliament's profile by taking part in outside events (conferences, seminars, etc.), replying to requests for information and speaking to visitor groups

Training:

- (f02) University education attested by a diploma or equivalent professional training as laid down in Article 5 of the Staff Regulations

Knowledges:

- (3002) Knowledge of the General Secretariat's structure, organisation, environment and the various people involved
- (2004) Knowledge of the European institutions, the European Union's policies and the national institutions
- (2000) Knowledge of the Treaties
- (4508) Knowledge of political groups' operations and working methods
- (2001) Knowledge of Parliament's Rules and procedures
- (2002) Knowledge of the EU legislative procedures
- (5031) Knowledge of the rules for presenting legislative and/or non-legislative documents
- (2010) Knowledge of the department's area of activities
- (4502) Writing skills (assisting with parliamentary business: notes, reports, amendments, opinions, minutes, draft speeches, etc.)
- (1518) Knowledge of computer applications used in Parliament's IT environment and specific to the DG and/or its areas of activity
- (6143) In-depth knowledge of one of the languages of the European Union and a very good knowledge of at least one other of these languages

Competencies:

- (inf) Ability to manage and organise information
- (pro) Problem-solving skills
- (ant) Forward planning
- (dip) A diplomatic manner
- (eqp) Ability to work as part of a team
- (ada) Adaptability
- (rel) Interpersonal skills

Environment:

- (205) Variable and/or flexible pace and hours of work
- (307) Contact with MEPs
- (213) Deadlines to be met
- (100) Missions to the various places of work
- (102) Missions outside the places of work
- (303) Frequent contact with people inside and outside Parliament
- (200) A variable workload, depending on the parliamentary timetable

Contact persons:

1. Rosemary Opacic, Head of Unit ACP, rosemary.opacic@ep.europa.eu +32-2-284-2498,

2. Emilia Gallego Perona, Head of Unit for Personnel, xp-pers@ep.europa.eu +32-2-284 4061