

## **END/SNE – JOB DESCRIPTION**

### **Job Framework**

<u>Job Title:</u>	END/SNE – Political Advisor
<u>Job Location:</u>	Delegation of the European Union to the Council of Europe - Strasbourg
<u>Job Number:</u>	153051
<u>Area of activity:</u>	Political Affairs
<u>Category:</u>	AD
<u>Duration of secondment:</u>	12 to 24 months, with possibility of extension up to 4 years

### **Job Content**

Overall purpose: under the direct supervision of the Head of Delegation,

- analyse and report on the overall situation and development in the Council of Europe, including in political relations with the EU and Member States, and in particular policy development in the fields of CFSP, democracy and the rule of law
- promote EU strategic objectives and priorities

Functions and Duties:

- Monitoring, reporting and advising:
  - Participate in and report on all relevant Council of Europe meetings in the above fields and drafting briefings and information notes;
  - Contribute to the formulation of the EU strategy and to the coherence of EU external policy activities in relation with Council of Europe, to political dialogue and strategy; as well as to the implementation of Council of Europe initiatives;
  - Monitor activities of the CoE in the areas of CFSP, democracy, the rule of law, electoral processes (including the Venice Commission), civil society and access to information.
  - Follow the rapporteur groups on external relations (GREXT) and democracy (GRDEM).
- Networking:
  - Develop contacts with Council of Europe secretariat and bodies and with representatives of EU Member States' diplomatic missions.
  - Monitor activities supported by Council of Europe with a view to ensuring coordination in the elaboration of joint projects.
- Information and communication:
  - Where mandated to do so by and under the HoD supervision, contribute to explain and defend the EU/ Commission positions & EU policies to Council of Europe counterparts and member states; contribute to the Press and Information activities of the Delegation in all relevant areas.

### **Job Requirements**

<u>Education and Training:</u>	University diploma law, political science, economy, business administration or any other related issue
<u>Knowledge and Experience:</u>	Experience of at least 3 years in the above mentioned areas at institutional level; Good capacity to analyse and report on complex subject matters; Sound knowledge of EU institutions, CFSP, JHA, EU external action. Knowledge of geographic area an asset.

## **Skills**

<u>Linguistic skills:</u>	Thorough knowledge (capacity to write and speak) in English, French is required.
<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.
<u>Personal skills:</u>	Dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges