

NOTA AL BANDO DI PUBBLICAZIONE
(NULLA OSTA)

La normativa attuale prevede che ogni Amministrazione, secondo la (o le) attività di Istituto, individui aree di competenza delle varie istituzioni della Comunità Europea, verso cui orientare le proposte di candidature di proprio personale al distacco come E.N.D..

In tale prospettiva, il Nulla Osta al mantenimento ininterrotto del trattamento economico/previdenziale dell'E.N.D. deve essere redatto sul nuovo modello (con specificazione del bando), reperibile al seguente collegamento:

http://www.esteri.it/MAE/resource/doc/2015/11/d_-_151105_-_nulla_osta_end.doc

NOTA AL BANDO DI PUBBLICAZIONE
(ABILITAZIONI DI SICUREZZA PER POSIZIONI DI END PRESSO
DELEGAZIONI DELLA UE)

Si attira l'attenzione delle Amministrazioni proponenti e degli aspiranti a posti di E.N.D. presso delegazioni dell'UE, sul fatto che è richiesto, per poter partecipare al concorso, il possesso di abilitazione di sicurezza adeguata alle funzioni da svolgere, di livello almeno pari a "UE-SEGRETO".

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE
<u>Job Location:</u>	Delegation of the European Union to Turkey, Ankara
<u>Job Number:</u>	260128
<u>Area of activity:</u>	Section OPS3 – EU Facility for Refugees in Turkey
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 Year (extension possible up to 4 years)

Eligibility criteria

The following eligibility criteria are to be fulfilled by the candidate in order to be seconded to the Commission. Consequently, the candidate who does not fulfil one of them will be automatically eliminated from the selection process.

- Professional experience : at least three years' experience in administrative, legal, scientific, technical, advisory or supervisory functions which can be regarded as equivalent to those of function groups AD;
- Seniority : at least one year by your employer, that is having worked for an eligible employer (as described in Art. 1 of the SNE decision) on a permanent or contract basis for at least 12 months before the secondment;
- Linguistic skills: thorough knowledge of one of the EU languages and a satisfactory knowledge of another EU language to the extent necessary for the performance of the duties. An SNE from a non-member country must produce evidence of a thorough knowledge of one EU language necessary for the performance of his duties.

Job Content

Overall purpose:

Contribute, under supervision of the Head of Section and the Head of Cooperation as appropriate, to the implementation of the EU Facility for Refugees in Turkey (Facility) in response to the Syrian crisis. Provide horizontal support to the coordination and also sector support to the programmes in the area of social policies (preferably in the health sector).

Functions and Duties:

- + *POLICY DEVELOPMENT AND ANALYSIS - policy development monitoring and policy analysis*
 - to contribute to the policy dialogue around the Facility in relevant areas and sector analysis as required.
 - to support discussions with all relevant ministries, agencies, donors and other stakeholders in all areas of concern
 - to analyse and monitor social policy development in relevant areas to the Facility (notably in the health sector)
 - to report on legislative/policy developments which have an impact on the Syrian Refugee Crisis or the Facility
- + *EXTERNAL RELATIONS - Aid effectiveness and donor/stakeholders' coordination*

- to work on aid effectiveness and coordination of EU funded programmes in response to the refugee crisis with all other actors and relevant stakeholders in the country, notably EU Member States, as well as other relevant donors, UN organisations, IFIs, NGOs, private sector and relevant government authorities.
- to ensure coherence with relevant EU strategies, operational guidelines, and other country-relevant strategies.
- to ensure a coordinated approach linking humanitarian and emergency assistance to mid and long term resilience based development assistance.

+ *PROGRAM / PROCESS / PROJECT MANAGEMENT*

- to contribute to and help to coordinate EU funded projects and programmes in terms of identification/formulation in the assigned area.
- to support ensuring that EU projects and programmes in response to the refugee crisis follow sound financial and operational management and that information in EU documents is accurate and comprehensive.
- to ensure that EU funded projects and programmes in response to the refugee crisis achieve their objectives.
- to monitor ongoing projects, attend management and coordination meetings, elaborate reports on projects and propose action if and when needed.
- to contribute to the monitoring and evaluation of EU funded projects and programmes in response to the refugee crisis and to ensure that recommendations are followed-up.

+ *INTERNAL COMMUNICATION (general) – Reporting*

- to contribute to the reporting to the Commission or other EU institutions, EU Member States, other donors, etc.
- to ensure that reporting and relevant documentation on each project/programme is updated regularly.
- to prepare high quality ad hoc reports or documentation as requested by hierarchy.
- within the framework of the Staff Regulations, to carry out tasks linked to the job description as instructed by his/her superior(s).

+ *EXTERNAL COMMUNICATION (general) - External Communication and visibility*

- to assist with increasing the visibility of EU funded projects and programmes in response to the refugee crisis in country in coordination with the EU Delegation's Press and Information team.
- to ensure that EU funded projects and programmes in response to the refugee crisis in country have agreed communication plans based on EU visibility guidelines and to monitor their implementation.
- to disseminate best practices and facilitate the exchange of experiences.
- to maintain contacts with partners and stakeholders and participate in knowledge sharing networks as relevant.

+ *REPRESENTATION. NEGOTIATION and PARTICIPATION – Participation*

- to maintain good and effective contacts with the local operations in the field, and under supervision of the Head of Section/Head of Cooperation with the national authorities and institutions, representatives of the diplomatic missions of the EU Member States, representatives of key international donors, NGOs and other actors.
- to ensure the participation of the EUD when mandated, in negotiations and meetings with authorities, donors, Members States under the supervision of the Head of Section/Head of Cooperation.
- to attend relevant meetings with concerned parties, represent the section as appropriate and ensure coordination.
- to prepare and assist in missions from Headquarters, including preparations of high level visits.

Job Requirements

<u>Education and Training:</u>	University diploma in social sciences, e.g. law, political science, sociology, economy, business administration, or any other field relevant for this job profile
<u>Knowledge and Experience:</u>	<p>Experience of at least 3 years in the above mentioned areas at institutional level, analysis and reporting in third countries (Embassy, International Organization, NGO, etc.);</p> <p>General knowledge of EU institutions, EU external action and related EU external policies (geographic and thematic);</p> <p>Knowledge of the geographic area in question, with knowledge on regional arrangements /neighbouring countries being an advantage.</p>

Skills

<u>Linguistic skills:</u>	Thorough knowledge (capacity to write and speak) in English. Knowledge of the (official/working) language of the host country is an advantage.
<u>Communication skills:</u>	Capacity to work and communicate under time constraints Ability to perform in an international and multilingual environment.
<u>Interpersonal skills:</u>	Capacity to work in a team and to coordinate in a horizontal/multidimensional manner. Political sensitivity and diplomatic approach.
<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.
Capable to adapt quickly to changing environment and to deal with new challenges.