

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE – Political and Cultural officer
<u>Job Location:</u>	Delegation of the European Union to Cuba, Havana
<u>Job Number:</u>	185717
<u>Area of activity:</u>	Section: Political and Cultural
<u>Category:</u>	END
<u>Duration of secondment:</u>	2 years

Job Content

Overall purpose:

Under the direct supervision of the Head of Delegation (HOD) and/or Head of Political and Economic Section (HOS), contribute to the:

- Analysis and reporting on Political matters (including Cuba's domestic political developments and bilateral relations) and on Cultural relations.
- Analysis and reporting on Cuba's external relations (multilateral, regional, bilateral) and EU strategic partners (UN, US, China, Middle East, Russia, Brazil, Mexico).
- Assist with the implementation of the EU-Cuba PDCA, in particular with the development of bilateral sector-policy dialogues in the broader political sphere
- Contribute to the visibility of the EU in Cuba through input into visibility, media and policy initiatives of the EU DEL.

Functions and Duties:

Under the direct supervision of the Head of Delegation (HOD) and/or Head of Section (HOS), assist the HOS in coordinating the sub-section's activities, where required:

- Secretary of the EU HOMs Group (monthly and ad hoc meetings, agenda, minutes).
- Analysis of policy documents of interest and relevance for Cuba and the LAC region.
- Contribute to Media monitoring and reporting, including social media in Cuba in areas of competence,
- Establish and maintain a network of contacts with national and local authorities, local civil society, academia and think tanks, in the political and cultural spheres.
- Assist the HOS with preparation and reporting of EU meetings of the HoMs, Political and Cultural counsellors working groups and chair and coordinate the Cultural working group as needed.
- Inputs to political and cultural affairs reporting, either regular (e.g. monthly reports) or occasionally (flash notes, analytical notes).
- Assist with the organisation and running of visits from EEAS Headquarters and other EU institutions.
- Assist with supporting the contribution of interns assigned to the Political, Economic, Press and Communication Section.
- Assist the HOS with Press and Information related activities, as appropriate.

Job Requirements

<u>Education and Training:</u> other related issue	University diploma law, political science, economy, business administration or any.
<u>Knowledge and Experience:</u>	Experience of at least 3 years in the above mentioned areas at institutional level, analysis and reporting; in third countries (Embassy, International organization, NGOs, etc.); Knowledge of EU institutions, related decisional processes, CFSP-CFSD, JLS, trade policy, EU external action and related EU external policies (geographic and thematic); of geographic area in question and relevant regional integration processes.

Skills

<u>Linguistic skills:</u>	Thorough knowledge (capacity to write and speak) in English, preferably also in French. EN is necessary to work with Commission HQ. Knowledge of ES as the (official and working) language of the host country is necessary.
<u>Communication skills:</u>	Capacity to work and communicate respectfully and with sensitivity, under time constraints, in an international diplomatic, multicultural 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. To adapt quickly to new situations and deal with new challenges. Discreet and sensitive to the local context.