

END/SNE – JOB DESCRIPTION

Job Framework

Job Title: END/SNE – **Policy Officer for the Foreign Affairs Council/Relations with the Council**

Job Location: EEAS.SG.AFFGEN.1 (Policy Coordination Division)

Job Number: 233861

Area of activity: Sector responsible for Relations with the Council

Category: AD

Duration of secondment: 1 year

Job Content

Overall purpose:

- Contribute to the effective preparation, management and follow-up to Foreign Affairs Council meetings
- Coordinate and prepare briefings for the HRVP for meetings with Member State interlocutors
- Follow and, where necessary coordinate, a number of geographic and topical thematic files.

under the direct supervision of the Head of Sector and Head of Division.

Functions and Duties:

- Management of the cycle for preparations and follow-up to Foreign Affairs Council meetings in the different configurations chaired by the High Representative (Foreign Ministers, Defence Ministers, Development Ministers). Agenda planning for FAC meetings, management of the internal and external preparatory processes for FAC meetings in close cooperation with EEAS services and senior management, with the HRVP Cabinet, as well as with the Council and the Commission. Ensure follow-up to FAC meetings.
- Guidance and training to EEAS services on FAC related working methods.
- Contribute, as necessary, to the EEAS' preparation for meetings of the European Council and Justice and Home Affairs Council.
- Coordinate and prepare briefings for the HRVP, the President of the European Council, the President of the European Commission, Commissioners and EEAS senior management for bilateral meetings with interlocutors from EU Member States.
- Follow a number of geographic and topical thematic files, including as regards the preparation of major upcoming joint HR/COM initiatives. Liaise closely with EEAS services and, where needed, the Secretariat General of the Commission to this end.
- Contribute to the preparation of EEAS briefings for European Council meetings in assigned areas of responsibility.
- Provide information to stakeholders and visitor groups on CFSP/CSDP issues and EEAS, as requested.

Job Requirements

Education and Training: University diploma law, political science, economy, business administration or any other related issue

Knowledge and Experience: Experience of at least 3 years in the above mentioned areas at institutional level; Knowledge of EU institutions and related decision making processes, CFSP-CSDP, justice and home affairs, EU external action and related EU external policies (geographic and thematic).

Skills

Linguistic skills: Thorough knowledge (capacity to write and speak) of English. Good knowledge of French.

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 excellent drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

Personal Qualities

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