

## **END/SNE – JOB DESCRIPTION**

### **Job Framework**

<u>Job Title:</u>	END/SNE – Political, Economic and Trade officer
<u>Job Location:</u>	Delegation of the European Union to Cuba, Havana
<u>Job Number:</u>	276852
<u>Area of activity:</u>	Section: Political, Economic & Trade, Coordination of the implementation of the Political Dialogue and Cooperation Agreement (PDCA)
<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 Economic and Trade matters (including Cuba's domestic developments and bilateral relations in these fields).
- Assist with analysis and reporting on Political matters Cuba's domestic and 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 the Trade and economic field, and with the development of bilateral sector-policy dialogues in the broader economic sphere.
- Contribute to the implementation of the EU Economic diplomacy strategy.
- Promotion of Cuban participation to Horizon 2020 and Erasmus+ through, among others, consistent exchanges with Cuban counterparts and relevant European Commission DGs.
- 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) as needed.
- Analysis of policy documents of interest and relevance for Cuba and the LAC region.
- Establish and maintain a network of contacts with national and local authorities, local civil society, academia and think tanks, in the economic, trade and business sphere and with EU investors.
- Contribute to media monitoring and reporting in Cuba in areas of competence.
- Economic and trade affairs reporting, either regular (e.g. monthly reports) or occasionally (flash notes, analytical notes).
- Assist the HOS with preparation and reporting of EU meetings of the Economic and Trade counsellors working group and chair and coordinate the working group as needed.
- Contribute to coordinating the local organisation of joint committees for the PDCA implementation.

- Follow up progress with the Cuban administration in sectoral dialogues in the framework of the PDCA.
- Assist with the organisation and running of visits from EEAS Headquarters and other EU institutions in areas of competence.
- 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>	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, 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.