

END/SNE – JOB DESCRIPTION

Job Framework

- Job Title:** Seconded National Expert – Policy issues
- Job Location:** Strategic Policy Planning Division (STRATPOL)
- Job Number:** 185769
- Area of activity:** Political Affairs –Russia, Central Asia, Caucasus, Eastern Europe, Arctic
- Category:** AD
- Duration of secondment:** 1 year renewable up to four years in total

Job Content

Overall purpose:

- Provide contextualised and comparative analysis on emerging challenges in Russia, Central Asia, Caucasus and the Arctic as well as Eastern Europe, as part of STRATPOL's direct political advice to the HR and EEAS top management
- Contribute to strategic EU policy making towards Russia, Central Asia Eastern Europe, and the Arctic, in close cooperation with the respective EEAS geographical departments
- Contribute to EEAS Public Diplomacy efforts vis-à-vis the think tank community and the broader public in the area of responsibility.

Functions and Duties:

The SNE will work in the Strategic Policy Planning Division (which is under the direct authority of the EEAS SG):

- To advise and draft briefings on political and strategic matters concerning *Russia, Central Asia, Arctic* as well as *Eastern Europe*,
- To follow, analyse and report on the strategic aspects of political and security developments in *Russia, Central Asia, Arctic, Eastern Europe*,
- To prepare in-house strategic senior management meetings, such as EEAS policy platforms, in the area of responsibility
- To advise and support, including as appropriate, preparing and participating to meetings with European and international interlocutors.
- To follow and advise on the works of the relevant Council Working Groups and Inter Service Groups.
- To prepare and participate to visits to geographic regions covered by EEAS top management, within the European Union and elsewhere.
- To closely liaise with other EU actors, including Member States representatives and the European Commission.

- To develop and maintain a wide network of contacts, in particular with relevant policy makers, Think Tanks, opinion shapers, academics in the area of responsibility.
- To keep the EEAS Top management apprised of emerging trends / thinking in the broader policy community in the area of responsibility.
- To contribute to the wider horizontal tasks of STRATPOL

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 5 years in the above mentioned areas at institutional level, analysis and reporting; in third countries (Embassy, International organization, NGO, etc.); Knowledge of EU institutions, related decisional processes, CFSP-CSDP, EU external action and related EU external policies (geographic and thematic); of geographic area in question and relevant regional integration processes

Skills

Linguistic skills: Thorough knowledge (capacity to write and speak) in English, French and/other languages (depending on the duty station) is required. EN and FR are necessary to work. Knowledge of Russian would be an asset.

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 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. Be confident to speak publicly