

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE – POL
<u>Job Location:</u>	Delegation of the European Union to Afghanistan, Kabul
<u>Job Number:</u>	270711
<u>Area of activity:</u>	Political Section - Political Officer – Domestic politics with a specialization on democratic processes, political parties and institutional reform
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years (extension possible up to 4 years)

Job Content

Overall purpose:

Under the instructions of the Head of Delegation/Deputy Head of Delegation, and under the direct supervision of the Head of the Political Section, when posted in Kabul, and the Special Envoy on Afghanistan when posted in EEAS Headquarters in Brussels,

- To monitor and contribute with the other members of the section to analysis and reporting on the overall political situation in Afghanistan, notably on election issues, including liaising with relevant international stakeholders such as UNAMA and national stakeholders, and participation in relevant working groups;
- To contribute to the Delegation's EU coordination tasks and the development of the EU-Afghan relations;
- To contribute to and support the work of the Special Envoy on Afghanistan when posted either in Kabul or in Brussels;
- To contribute to and support the work of the EEAS Geographical Division for Afghanistan and Pakistan (ASIAPAC.2) when posted in EEAS Headquarters in Brussels.

Functions and Duties:

+ POLICY ANALYSIS - Policy analysis and promotion

- Monitor, analyse and report on the main domestic developments in Afghanistan by maintaining an extensive and active network of Afghan and international interlocutors, government officials, members of Parliament, political parties, civil society organisations, UNAMA and other partners;
- On electoral issues, promote EU lines on fair, credible and transparent elections and liaise with UNAMA and key national electoral stakeholders in order to achieve progress in this domain;
- Perform any other duties when required by the EU;
- The position of Political Officer is subject to needs of the EU Head of Delegation in view of the current political, economic and security situation in Afghanistan. The content and scope of the position may therefore change during the posting accordingly.

+ RELATIONS with MEMBER STATES and CIVIL SOCIETY- EU Coordination

- Maintain close contact with EU member states and other international organisations, notably with relevant UN bodies (especially UNAMA) to ensure proper coordination and partnership;
- Contribute to coordination with Member States on domestic politics analysis, including calling for regular meetings of EU Member States Political Officers;

+ EXTERNAL RELATIONS - Political Affairs

- Liaise with Afghan authorities and stakeholders in areas of specific remit;
- Assist in official missions from EEAS, EC and other EU institutions, as well as EUDELS as appropriate;
- Develop and maintain links with civil society representatives (academics, think tanks, NGOs);
- When requested, attendance at Heads of Missions meetings and note-taking as required.

+ EXTERNAL RELATIONS - Public Diplomacy

- Contribute to the Delegation's visibility and outreach efforts e.g. by drafting speeches for the Head of Delegation, articles for media, delivering public presentations etc., and contribute to the preparation and content of events within the remit of the portfolio.

Job Requirements

Education

- University degree in political sciences, law or international relations;

Experience

Job-related experience:

- At least five years in a similar position and in the areas mentioned in the job content.

General professional experience:

- Strong understanding of domestic politics in general, including issues relating to elections;
- Knowledge or experience of Afghan politics is an asset;
- Sound knowledge of EU institutions and institutional relations with EU Member States including in the field of CFSP and ESDP, decision-making processes, external action and related EU external policies.
- Experience in reporting on domestic politics, including elections;
- Excellent command of English, including the ability to draft and edit reports;
- Knowledge of Dari or Pashto is an asset.

Skills

<u>Linguistic skills:</u>	Excellent capacity to understand, write and speak in English is required. Knowledge of Dari or Pashto is an advantage.
<u>Communication skills:</u>	Capacity to work and communicate under time constraints in an international diplomatic 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. Able to adapt quickly to new situations and deal with a challenging security environment.

Job Location & security

Due to the current security situation in Kabul, the jobholder will be temporarily posted at the EEAS Headquarters in Brussels (EU Special Envoy office / Geographical Division). He/she will be required to regularly visit Kabul. The security situation permitting, he/she will be permanently posted at the EU Delegation in Afghanistan.