

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE – (POL)
<u>Job Location:</u>	Delegation of the European Union to Colombia, Bogotá
<u>Job Number:</u>	203152
<u>Area of activity:</u>	Section Political, Press and Information
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years (extension possible up to 4 years)

Job Content

Overall purpose: monitor and contribute to

- Analysis and reporting in the field of justice, freedom, rule of law, human rights and good governance in Colombia;
- Organising and chairing the EU member states cluster group for follow up of the EU human rights strategy;
- Analysis and reporting on the overall situation and development in Colombia, including regional aspects and relations with the EU and its Member States;
- Report on policies related to peace building and conflict prevention, together with colleagues from the political and cooperation sections;
- Under the direct supervision of the Head of Section and/or Head of Delegation (HoD), assist the Head of Section in coordinating the section's activities as required;
- Depending on specific competences of the candidate contribute to the wide range of activities covered by the Political, Press and Information section related to Colombia

Functions and Duties:

- Regular reporting on the political situation in Colombia (incl. domestic politics, foreign policy and regional affairs),
- In charge of the follow up of the EU human rights strategy; as such, coordinate meetings with EU Member States and other interested parties, be an interlocutor with the host country's public sector as well as civil society, organize the yearly bilateral dialogue on human rights, initiate common activities in the field of human rights (including field visits and declarations in social media).
- Close cooperation with colleagues working with press and cooperation to pursue high visibility to the human rights agenda
- Maintain active cooperation with the UN in pursuit of multilateralism
- Follow up on all issues related to human rights, gender violence, children, human rights defenders, representatives of indigenous organisations etc.
- Present EU policies and positions at conferences and other public events (including media).
- Liaise and cooperate with the Trade and Cooperation sections in areas of common interest and tasks;
- Replace the Head of Section during absence

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 4 years in the above-mentioned areas at institutional level, - analysis and reporting; - working in third countries (embassy, international organization, NGO, etc.). Good knowledge of: - EU institutions and the EU decision-making process, - EU Common Foreign and Security Policy / European Security and Defence Policy; - Justice and home affairs; - EU external action and policies (geographic and thematic); - relevant geographic area and regional integration processes.

Skills

<u>Linguistic skills:</u>	Thorough knowledge (capacity to write and speak) in Spanish and English is required.
<u>Communication skills:</u>	Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
<u>Interpersonal skills:</u>	Dedicated to team work. Ability to work across sectors with respect for others and connect the dots.
Specific skills	Diplomatic competences to work with highly sensitive issues. Very good analytical capabilities as well as strong in drafting and reporting. Rapid grasp of problems and capacity to identify issues and response.
Management skills:	Experience in the management of a team would be an asset.

We are looking for

We are looking for a dynamic colleague with high personal integrity who is motivated to join a delegation where we work closely together across sections. You can quickly understand a new situations and deal with new challenges. You are ready to travel in Colombia and adapt to flexible working hours.

The EU Delegation in Colombia

The EU delegation in Colombia has around 50 staff to carry out our mission to represent the values and interests of the European Union in Colombia, contributing to the prosperity, peace, development and stability of the country and its citizens. Our vision is a solid and plural European Union-Colombia relationship, built on mutual respect, shared values and a common commitment to multilateralism. Our values are solidarity, peace, commitment to democracy and human rights, including gender equality, and good governance. We work in close coordination with our Member States and value transparency, respect and integrity in all our relationships.

Political. Press and Information Section

The section covers a very wide range of areas of interest for the EU in Colombia and is staffed with a Head of Section, three National Experts covering as main areas human rights, peace process and security, two local staff covering press, information and communication, an assistant and an intern. We work closely with the cooperation and trade sections and ECHO. We value a good respectful work environment and high quality in our work with timely results.