

## **END/SNE – JOB DESCRIPTION**

### **Job Framework**

<u>Job Title:</u>	END/SNE – (POL)
<u>Job Location:</u>	HQ / Sanctions Policy Division (SG.AFFGEN.7)
<u>Job Number:</u>	315118
<u>Area of activity:</u>	<b>Sanctions policies</b>
<u>Category:</u>	AD
<u>Duration of secondment:</u>	1 year, renewable up to 4 years

### **Job Content**

#### **Overall purpose:**

The Sanctions Policy Division within the EEAS is in charge of restrictive measures (sanctions) imposed in pursuit of specific foreign and security policy objectives of the EU and its Member States. The Division currently consists of the Head of Division, Deputy Head of Division, five policy officers and two assistants. We are responsible for nearly 40 UN and EU autonomous sanctions regimes, covering the globe, including Belarus, DPRK, Iran, Libya, Myanmar, Syria, Russia/Ukraine, Venezuela and Zimbabwe and horizontal regimes addressing international terrorism as well as the proliferation and use of chemical weapons.

Sanctions policy is high profile and very dynamic and has developed rapidly over the last years. As a member of the sanctions Division, the SNE would contribute to the different areas of work as required as a Policy Officer. He/she contributes to the elaboration, development, maintenance and implementation of policies and activities in the area of sanctions. The work requires close cooperation with other EEAS services, EU institutions, Member States, third states and international organisations.

#### **Functions and Duties:**

The varied work of the SNE would comprise:

- The preparation of policy and legal documents related to sanctions, in close cooperation with EEAS geographic services and with other EU institutions, Member States and international organisations, as appropriate, including inter-institutional decision-making processes.
- Carrying out and coordinating research necessary to maintain and develop EU autonomous sanctions regimes in accordance with EU legal standards.
- The negotiation of sanctions regimes, including legal acts, in relevant Council bodies.
- Developing awareness and capacities and providing policy guidance in the area of sanctions within the EEAS, to other EU institutions, to Member States, and to third countries.
- Establishing and maintaining regular contacts and exchanges with other EU institutions, Member States, third countries, public and/or private international organisations, research institutions and the academic community at large, and financial and economic operators in the area of its responsibility.
- Assessment of existing sanctions regimes in the light of EU's foreign and security policy objectives to ensure they are well-targeted and implemented, bearing in mind the risk of unintended negative consequences and the political, legal, financial and economic context in which they are imposed.

- Monitoring of international trends and developments in the area of sanctions including analysis of political, financial, economic and legal developments and provide the Council Legal Service and other relevant stakeholders with materials to support their interventions in legal challenges relevant to UN and EU autonomous sanctions regimes.
- Development of proposals for the improvement of the effectiveness of the EU's designation policy.
- Drafting reports and/or briefings for hierarchy.
- To provide such other policy advice and support as regards the EU's sanctions policy as may be needed.

### **Job Requirements**

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

**Knowledge and Experience:** The ideal candidate has international experience and political judgment. He/she will be dynamic, well organised and capable of representation in an autonomous way. Knowledge of sanctions policy and relevant experience would be an asset as would legal skills and or knowledge of financial systems. Excellent drafting skills in English are expected.

### **Skills**

**Linguistic skills:** Thorough knowledge (capacity to write and speak) in English, knowledge of French Arabic, Farsi or Russian would be an advantage.

**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.

**Management skills:** Not applicable.

### **Personal Qualities**

Motivated and flexible personality. Strong team-player, as well as ability to work autonomously. Capable of working under time pressure when necessary. Capable of adapting quickly to new situations and dealing with new challenges.