

Job Framework

Job Title: END/SNE - Policy Officer EU-UN

Job Location: HQ/ EEAS Global. 6 - Multilateral relations

Job Number: 317776

Area of activity: EU-UN relations

Category: AD (administrator/policy officer)

Duration of secondment: Two years renewable up to 4 years

Job Content**Overall purpose:**

Advancing multilateralism is a top priority for the EU's external relations, today more than ever. Translating the EU's commitment to the rules-based global order requires intensified efforts notably to further strengthen EU-UN relations across the full spectrum of cooperation areas, support UN reform, consolidate and expand our network of multilateral partnerships, and promote EU interests, unity and leadership in multilateral fora.

In the Managing Directorate for Human Rights, Global and Multilateral Issues (MD Global), the Division "Multilateral relations – GLOBAL.6" deals with the EU's external relations with the United Nations and the Council of Europe. It works in close cooperation with EEAS departments, Member States, European Commission and the Council Secretariat.

Functions and Duties:

The expert will work, under the supervision of the Head of Division and in close cooperation with other members of the team, on EU-UN relations, notably as linked to the peace and security agenda. In particular, her/his main responsibilities are expected to comprise, but not necessarily be limited to, the following:

- Analysis, policy development, political advice and follow-up with regards to EU-UN relations and the broader political multilateral context, in particular in the growth area of peace and security.
- Preparing policy papers, speeches and briefings for the High Representative Vice President, EEAS hierarchy and the European Commission on the areas of work.
- Assisting in the development of the EU's network of multilateral partnerships, with specific geographic responsibilities and in coordination with relevant EEAS geographic departments and EU Delegations.
- Ensuring internal co-ordination and co-operation within the EEAS (in particular with CSDP and crisis response structures) and with other relevant stakeholders within the EU (General Secretariat of the Council, Council working groups, Member States, European Parliament); liaising with UN counterparts, as well as with civil society and think tanks as relevant.
- Following inter-service consultations, European Parliament questions and other related correspondence addressed to the EEAS.

Job Requirements

Education and Training: University diploma, preferably in international relations, political science, law, economics or related domains. Academic background on global governance issues an asset.

Knowledge and Experience: Experience of at least 5 years in the above mentioned areas at institutional level in relevant national administrations and/or international organisations, NGOs, think tanks/foundations. Knowledge of EU institutions, CFSP-CFSD, EU external action and related EU external policies; knowledge of EU-UN relations, experience of working with the UN an advantage.

Skills

Linguistic skills: Thorough knowledge (capacity to write and speak) in English is required. French language an asset.

Communication skills: Capacity to work and communicate under time constraints in an international diplomatic, multicultural and multilingual environment. Clear communicator.

Interpersonal skills: Responsible team player. Coordination and organisational skills. Good networking capacities

Intellectual skills: Excellent analytical capability as well as drafting and reporting skills. Rapid grasp of complex issues. Capacity to identify issues and solutions.

Personal Qualities

Dynamic, proactive and motivated colleague, with a highly developed sense of service and capacity to adapt quickly to new situations and deal with new challenges.