

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE – Policy Officer
<u>Job Location:</u>	Delegation of the European Union to Turkey
<u>Area of activity:</u>	HoD Office
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years (extension possible up to 4 years)

Job Content

Overall purpose: Policy issues, in particular migration-related matters.

Functions and Duties:

- Assist EU Delegation in matters related to migration policy including:
 - gathering information related to migratory situation and specific migratory trends;
 - maintaining contacts with relevant national and international actors;
 - writing reports and analysis on the topic.
- Other tasks to be assigned by EUD Management in function of EUD requirements.

Job Requirements

<u>Education and Training:</u>	University education, international relations and/or international law, migration-related training will be a bonus.
<u>Knowledge and Experience:</u>	Minimum 3 years of experience in the field of international relations, including the experience in the field of migration.

Skills

<u>Linguistic skills:</u>	Should be fluent in English. Knowledge of Turkish will be an asset.
<u>Communication skills:</u>	Should be able to communicate well orally and in writing, and to build confidence with interlocutors.
<u>Interpersonal skills:</u>	Must be able to build strong interpersonal relations with colleagues and contacts, especially in EU MS, but also as necessary in the Turkish Administration.
<u>Intellectual skills:</u>	Must be of a high intellectual caliber and be able to work independently.

Personal Qualities

Good sense of judgement and analysis, excellent drafting skills and flexibility, team spirit.