

JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	Dual-Use and Export Control Expert
<u>Job Location:</u>	Delegation of the European Union to the International Organisations in Vienna, Austria
<u>Job Number:</u>	248968
<u>Area of activity:</u>	JCPOA Procurement Channel Section
<u>Category:</u>	SNE

Job Content

Overall purpose:

- The job holder will, under the supervision of the Head of Delegation and the Head of Section, primarily be dealing with procurement channel related issues (providing technical advice on export control related issues, overseeing the review process, managing the electronic platform, prepare input and report from meetings, liaise with other participants). She/he will provide input, support and participate in other JCPOA related technical and political meetings.

Functions and Duties:

1. Policy advise and support
 - Manage applications received through the procurement channel
 - Coordinate the preparation of briefings on PWG and contribute to briefings on other JCPOA related matters
 - Draft procurement channel database related documents and ensure the follow-up with the IT specialists in Headquarters with a view to necessary follow-up;
 - Prepare presentations for procurement channel related outreach activities
2. Technical advice and support
 - Advise the Coordinator of the PWG on the technical nature of procurement proposals
 - Advise on technical specifications of NSG-related goods, as well as other export control regimes (e.g. MTCR) and regulations
 - Advise on questions related to licensing and enforcement
3. Operational support
 - Receive, transmit, file and register sensitive documents and ensure regular update of the electronic database
 - Enter all relevant data of procurement applications received in the dedicated PWG IT platform / data base
 - Ensure circulation of information to the relevant PWG participants, the UN Security Council and the IAEA, when applicable
 - Participate in the exchange of information between technical experts of PWG participants
 - Contribute to the preparation and report from technical and other JCPOA related meetings and events
 - Provide administrative and logistical support for the organization of JCPOA related expert and political meetings

4. External communication

- Maintain contacts with the participants in the Joint Commission/Procurement Working Group
- Liaise with EEAS Headquarters and Commission services as well as with the UN Security Council Secretariat, International Atomic Energy Organisation (IAEA) and attend relevant meetings
- Attend relevant meetings of the Nuclear Suppliers Group (NSG)
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Job Requirements

- Education and Training:** - Advanced university degree in law, political science, engineering or another technical related field
- Knowledge and Experience:**
- Advanced knowledge of dual use items, nuclear issues and export controls
 - Combined work experience in the field of dual-use, nuclear and/or export controls, of at least 5 years
 - Relevant work experience in a multilateral environment and/or working on Iran related files is an asset
 - Experience in working with sensitive documents
 - Good knowledge and experience with informatics tools and applications

Skills

- Linguistic skills:**
- Excellent knowledge (capacity to write, read and speak) of English is essential
 - Knowledge of other UN languages and/or German is an asset

- Communication skills:**
- Capacity to work and communicate in an international diplomatic and multilingual environment

- Interpersonal skills:**
- Ability to work in a multinational team
 - Good organizational skills

- Intellectual skills:**
- Attention to detail and accuracy
 - Capacity to participate in a multilateral environment
 - Reporting capability
 - Rapid understanding of problems and capacity to identify challenges and to propose solutions

Personal Qualities

Dynamic personality, highly motivated, flexible, capacity to adapt quickly to new situations and to deal with new challenges