

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE – Policy Officer
<u>Job Location:</u>	EEAS Headquarters, Brussels, Belgium
<u>Job Number:</u>	177762
<u>Area of activity:</u>	PSC and European Correspondents Division, PSC.POL.1
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years (with possibility of extension up to 4 years)

Job Content

Overall purpose:

Under the supervision of the Head of Division, to organise and prepare the Political and Security Committee (PSC) meetings, coordinating input from the EEAS Services and providing timely advice to the PSC Chair.

Functions and Duties:

With a focus on matters related to the Common Security and Defence Policy (CSDP) including in particular the deepening of EU defence cooperation as well as CSDP missions and operations, the Policy Officer will:

- Act as a focal point in the PSC Division for EEAS services and Working Group Chairs, and be the early warning focal point for issues that will have to be considered for the agenda.
- Liaise with Services in the preparation of annotated agendas, associated documents, briefings and advice on handling and conclusions for the PSC Chair. Adjust briefings in view of preparations and advice.
- Be responsible for the provision of flash reports of items on the agenda.
- Ensure follow-up of decisions made in the Committee.

Job Requirements

Education and Training: University Diploma law, political science, economy, business administration or any other related issue.

Knowledge and Experience: Experience of at least 3 years in a National Diplomatic Service or International Organisation; knowledge of EU institutions, CFSP-CSDP and related decision-making processes , JLS, EU external action and related EU external policies (geographic and thematic).

Previous experience in the area of CSDP, in particular in relation to recent security and defence policy initiatives and knowledge of the decision-making processes for crisis management and CSDP missions and operations and with the organisation of the Council Working Groups and/or PSC would be an asset.

Skills

Linguistic skills: Very good command of English and of French required

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

Interpersonal skills: Teamwork. Ability to create constructive working relations in the field of external relations with Member States and other institutions;

Intellectual skills: Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

Personal Qualities

A dynamic, motivated and flexible personality. The ability to adapt quickly to changing situations and to deal with new challenges.